

STATE OF MARYLAND

Department of Public Safety  
and Correctional Services

PATUXENT INSTITUTION



DIRECTIVE

PID No. 50-33

DATE: 7/1/97

SUBJECT: Personnel

TITLE: Licensing/Certification  
Requirement

- I. REFERENCE: Annotated Code of Maryland, Health Occupations Article.  
Maryland Commission on Correctional Standards - Standard .02 M.
- II. APPLICABLE TO: Patuxent Institution
- III. PURPOSE: To establish procedure for verifying the certification of licensed health occupations personnel.
- IV. DEFINITIONS:
  - A. Licensed health occupations include but are not limited to audiologists, chiropractors, dentists, dietitians, nurses, occupational therapists, optometrists, pharmacists, physical therapists, physicians, podiatrists, psychologists, social workers, and speech pathologists.
- V. POLICY: All qualified health care personnel who provide services to inmates must meet State licensing/certification requirements. It is the policy of Patuxent Institution to verify the current credentials, certifications, and licenses of all qualified health care personnel.
- VI. PROCEDURE:
  - A. Prior to placement on the payroll or the execution of contractual employment papers for any full time, part time, or contractual licensed health occupations personnel, the appointing authority shall take the following action:
    1. Require the applicant to produce the original of the Maryland license, certification, and/or registration as outlined in Appendix 1.
    2. The Personnel Officer or designee shall attest that the license, registration, and/or certification is valid and make a photocopy of the original document. The photocopy shall be placed in the employee's permanent personnel file.

3. Upon the expiration of the license/certification on file, the employee shall provide the original of the renewed license/certification to the personnel officer or designee who shall verify and maintain the license/certification in accordance with VI. A. 2.
  
4. It is the responsibility of the medical services contractors to meet all requirements of Maryland law and federal law, as well as this PID when health occupations are hired. An up to date roster of contractual employees working in Patuxent Institution must be submitted to the Standards Coordinator on a quarterly basis (March, June, September, December). Photocopies of a valid license and/or certification must be submitted to the Standards Coordinator when a new individual begins working in Patuxent Institution.

VII. APPENDIX: A - List of Credentials Required.

VIII. RESCIND: PIB 29-90 dated 8/14/90.



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Joseph Henneberry  
Director

Distribution: A  
S - Medical Services Contractors  
Licensed Health Occupations Personnel

**LIST OF CREDENTIALS REQUIRED**

Physician/Dentist

- State of Maryland License to Practice showing the date of expiration and license number assigned.
- State of Maryland Division of Drug Control Certification to Dispense Controlled Dangerous Substances.
- Federal Drug Enforcement Agency (DEA) Registration Number to Dispense Controlled Dangerous Substances.
- Certificate of Certification (if the individual is Board Certified by an American Board of Medical/Dental Specialists).
- Any degrees, diplomas, and certificates that may be helpful in ascertaining the education, experience, and training received by the applicant.

Pharmacist, Registered Nurse, Psychologist, Social Worker, LPN, etc.:

- State of Maryland License, Registration, or Certificate, as an Authorized Professional to practice, showing the date of expiration and license number.