




METROPOLITAN HUMAN SERVICES DISTRICT

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August 31, 2009

POLICY MEMORANDUM

TO: Executive Team Members
Behavioral Health Center Managers
Adult Services Coordinator

FROM: Judge Calvin Johnson
Executive Director 

RE: Professional Licensure and Certification

The possession and maintenance of professional licenses and /or certifications by District employees are critical to the District's ability to provide services to the citizens of Orleans, Plaquemines and St. Bernard parishes. These credentials are not only a requirement for initial and continued employment with the District, but are also required by the State of Louisiana.

The governing Boards of the respective disciplines establish, promote and monitor standards under which professionals are to operate. When necessary, these Boards impose disciplinary action or censure upon members who do not adhere to these standards and practices. For these reasons, this directive is issued regarding the District's position with regard to professional licensure and certification.

Effective immediately, it shall be the policy of Metropolitan Human Services District (MHSD) that medical professionals (Physicians, Counselors, Social Workers, Psychologists, Nurses and Pharmacists) engaged in the delivery of direct care services to clients of MHSD shall possess and maintain as current the appropriate professional license or certification required for their position. It shall also be the responsibility of the Behavioral Center Manager or other supervising professional to ensure that employees are in compliance with this directive.

Further, it shall be the responsibility of the Behavioral Center Managers or supervising professional to provide immediate notification to the Executive Director, Deputy Director, Medical Director and Human Resources Director of the employee's inability to provide or failure to maintain possession of the required credential.

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Finally, it shall also be the responsibility of the Behavioral Center Managers or supervising professional to ensure that a copy of the required credential is posted in treatments areas and one copy is provided to the Human Resources Department to be maintained as part of the employee's personnel file.

Failure to adhere to this directive shall be interpreted as insubordination and will result in disciplinary action up to and including dismissal. If you have questions, please contact Theresa C. Richard, Human Resources Director, at (504) 568-3130, x109 or Theresa.Richard@LA.gov.

JCJ/tr

Cc: MHSB Website