

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

TITLE OF POLICY: Evidence of professional nursing licensure of faculty members, staff and volunteers

ORIGINAL DATE: April 2008

Last Reviewed/Revised: April 2012

POLICY: It is the policy of the School of Nursing to retain evidence of professional RN licensure of the University of Pittsburgh School of Nursing faculty in accordance with Pennsylvania State Board of Nursing Regulations and the Pennsylvania Code. It is also the policy of the school to retain evidence of the last current valid license on file of faculty members who are no longer employed by the school; this copy is retained for a minimum of ten years.

PROCEDURES:

1. Nursing faculty members are notified prior to employment that they must provide a copy of the display portion of their current RN license to the office of the dean (OOD). This applies to all full-time, part-time, and adjunct faculty called upon to teach at the School of Nursing.
2. Staff who are in positions requiring an active professional RN license will be required to show evidence at the onset of their employment and must maintain active licensure to continue in their position.
3. Once an employee leaves the school, their license is pulled from the binder in the OOD and a copy is added to the former employee's personnel file which is held for a minimum of ten years.
4. OOD performs on-line verification of all licenses according to their scheduled expiration dates; a copy of which is kept in the OOD. Outdated copies of the verifications are shredded.

Approved by Dean's Council: 11/08, 4/12

Reviewed/Revised: 11/08, 1/12, 4/12