

LICENSURE VERIFICATION OF ALL HARRISON SCHOOL OF PHARMACY CLINICAL FACULTY AND PROFESSIONAL STAFF

Responsible administrator: Assoc. Dean Clinical Affairs/Outreach
Last updated/reviewed: 6/1/2019

APPLIES TO: All faculty, administrative and professional employees, and staff who are employed by Auburn University Harrison School of Pharmacy (HSOP) in a clinical or professional role that requires certification or professional licensure.

POLICY:

- All licensed or registered staff including, but not limited to, pharmacists, pharmacy technicians, pharmacy interns, licensed nurses, certified / licensed nurse practitioners, dietitians, physician assistants, psychologists, social workers, physicians, certified public accountants, or other licensed professionals employed by HSOP on a full or part-time basis (including TES) are required to maintain active State of Alabama licensure with their profession's licensing board.
- Failure to renew a registration or licensure by the State of Alabama deadline will result in the individual being put on administrative leave without pay (removed from the work schedule) until evidence of the licensure renewal is obtained and presented to the employee's supervisor. In addition, disciplinary action may be initiated against the employee (including possible dismissal).
- Failure to obtain Alabama licensure upon employment or failure to renew a registration or licensure by the State of Alabama's deadline by a non-tenure track faculty member is considered "unprofessional behavior" and can result in faculty dismissal pursuant to Chapter 3, Section 9.2 of the non-tenure track faculty handbook.

PROCEDURES:

HSOP Clinical Affairs and Outreach (CAO):

Clinical Health Services:

- CHS faculty, staff pharmacists, residents, fellows, and interns are required to have their current physical license posted in the pharmacy by the Monday following the AU Thanksgiving holidays or an alternate date determined by the supervisor. Responsible party: Executive Director of Clinical Health Services
- TES pharmacists, pharmacy technicians, and student interns must have their license posted within the pharmacy no later than the start of their first work shift after the license renewal period. Responsible party: Executive Director of Clinical Health Services
- All faculty, staff pharmacists, residents, fellows, and interns will provide a file copy to CHS for their employee files to demonstrate compliance with this policy and procedure. Responsible party: Executive Director of Clinical Health Services

- CHS will verify pharmacist, pharmacy technician, pharmacy intern, nurse, physician, prescriber, or other healthcare provider licensure/registration with the Alabama Board of Pharmacy, Alabama Board of Nursing, Alabama Board of Medical Examiners, or other registration / licensing boards as appropriate for the position upon hire. This must be verified before the first day of work (by the scheduled work time), including Temporary Service Employees (TES) or faculty members who practice in CHS clinics and pharmacies. Responsible party: Executive Director of Clinical Health Services.
- Licensure verification will be conducted annually at the time of licensure renewal and documentation will be maintained in the employees file. Responsible party: Executive Director of Clinical Health Services

Department of Experiential Programs:

- All licensed or registered staff including, but not limited to, pharmacists, pharmacy technicians, pharmacy interns, licensed nurses, certified / licensed nurse practitioners, dietitians, physician assistants, psychologists, social workers, physicians, or other licensed professionals who provide interprofessional care for patients in HSOP's practice sites are required to maintain active State of Alabama licensure with their profession's licensing board.
- A copy of the healthcare professional's active / current State of Alabama professional license must be provided before the provider will be allowed to provide care within the interprofessional environments within HSOP practice sites (such as CHS pharmacies and clinics). A copy of the current license must be maintained on file and updated annually. Responsible party: Executive Director of Experiential Programs
- HSOP will ensure that all faculty who provide introductory pharmacy practice (IPPE), advanced pharmacy practice (APPE), and interprofessional experiential training for our HSOP students (IPPE, APPE, and IPE preceptors) have an active license to practice pharmacy in the state of Alabama and are licensed preceptors with the Alabama State Board of Pharmacy (in good standing and current). Responsible party: Executive Director of Experiential Programs
- HSOP will ensure that all faculty, professional staff (part-time, full-time, TES) pharmacists who precept co-curricular activities have an active license to practice pharmacy in the state of Alabama. Responsible party: Executive Director of Experiential Programs

Department of Pharmacy Practice:

- Every faculty member within the Department of Pharmacy Practice must be a registered pharmacist. Responsible party: Department Head of Pharmacy Practice
- All non-tenure track, clinical faculty members within HSOP's Department of Pharmacy Practice must be licensed to practice pharmacy in the state of Alabama within three (3) months of their employment, and this must be renewed annually by the State of Alabama's deadline. Responsible party: Department Head of Pharmacy Practice

- Tenure-track faculty members within HSOP's Department of Pharmacy Practice are expected to be licensed to practice pharmacy within the State of Alabama. However, the faculty member can submit a "request for waiver" if their faculty role is research intensive or if their role is within administration. This request for waiver must be reviewed by the HSOP Compliance Committee to evaluate if the faculty member's roles and responsibilities are consistent with the waiver (the faculty member cannot be involved in patient care or make or be in a position to influence patient care decisions through their research or through their administrative role). If approved, a copy of the faculty member's license to practice pharmacy in another state (proof that they are a registered pharmacist) and their approved waiver must be kept on file. This waiver will be reviewed annually to assess if the faculty member's role or responsibilities have changed to ensure Alabama licensure is obtained if and when indicated. Responsible party: Department Head of Pharmacy Practice
- Faculty must provide a copy of their active license to practice pharmacy in the state of Alabama at the time of hire. Responsible Party: Department Head of Pharmacy Practice and Chief Operations Officer / HR Liaison
- If a faculty member is hired, and is reciprocating their license from another state, then the faculty member must complete their Alabama licensure **process within three (3) months** of their hire date and provide proof of their licensure to their direct supervisor. The offer letter for the position will include a contingency clause on this process being completed by the specified deadline. Responsible Party: Department Head of Pharmacy Practice and Chief Operations Officer / HR Liaison
- HSOP will conduct licensure/registration verification through the primary source (Alabama Board of Pharmacy- AlBoP) at least every two years (even years for pharmacists), and documentation will be maintained on file for compliance monitoring. Responsible Party: Department Head of Pharmacy Practice
- If a faculty member has practice responsibilities at practice sites outside of the state of Alabama (such as Georgia, Florida, or Mississippi), HSOP will ensure that the faculty member has an active license to practice pharmacy in the state in which they have professional responsibilities at the time of hire and annually thereafter to ensure compliance. A copy of the faculty member's active license must be provided and maintained on file. Responsible Party: Department Head of Pharmacy Practice

Other Staff:

- All other staff members whose position requires licensure or registration will provide proof of licensure to their immediate supervisor each licensing cycle, and this documentation will be filed in the employee's file. Responsible party: Chief Operations Officer / HR Liaison