



Monday Morning Practice Pearls #16

When are credentials verified and what do I need to do to maintain my privileges?

It is the policy of the Clinical Center Nursing Department (CCND) for all Registered Nurses (RNs) to complete an initial credentials verification process prior to being granted privileges to provide nursing care at the Clinical Center (CC). Nursing care includes patient contact, direct patient care, telephone interventions, as well as direct supervision of nursing practice and/or oversight of nursing practice standards as delegated by the Chief Nurse Officer (CNO). This policy applies to RNs not employed by the Clinical Center Nursing Department (i.e. Institutes or Centers of the NIH), including contract nurses.

When Are Credentials Verified?

Credentials are verified when:

- Upon initial hire at NIH
- A change in role or responsibilities
- Transferring a job from:
 - CC Department to an Institute
 - Institute to a CC Department
 - Institute to another Institute
 - Contracting organization to a CC Department
 - Contracting organization to an Institute

What Do I Need to do to Maintain Privileges?

Once you have been granted privileges, you will need to maintain these privileges as per the Clinical Center Intranet:

[Extra-Departmental Credentials Verification & Privileging Program](#)

- Review of credentials and renewal of privileges occurs every 3 years.
- The RN must submit the entire packet of information as per policy to the NIH CCND Extra-Departmental Credentialing & Privileging Coordinator. In addition, update your credentials when you:
 - Renew a license; provide copy of license or an email showing the renewal has been completed no later than the last business day prior to license expiration
 - Renew your certification(s)
 - CPR certification should be provided no later than the last business day prior to certification expiration
 - Change your name
 - Change job responsibilities and/or Position Description
 - Change your job location at NIH
 - Change in home mailing address or telephone number
 - Change employment status
- For a change in your demographics, employment status, or position, you will need to:
 - Complete appropriate information on the [Demographics Information Sheet](#)
 - Complete [Electronic CRIS Account Request Form \(eCARF\)](#) *Supervisors are requested to submit this form for the employee*
 - For change in position, a copy of a new position description/statement of duties

Documents are sent to the Extra Departmental Point of Contact:

DuWann McDonald, Program Specialist

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