



INODAYA Hospitals - Kakinada

Documentation code:
INH/HRM.15

Policy On Nursing Staff - Credentialing

Prepared date: 11/11/2025

Reference: HRM.12 NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

1.0 POLICY:

The purpose of the Credentialing policy is to ensure that the patients shall receive care from individuals who reflect the highest levels of qualifications and competencies in their respective professional disciplines. Credentials of nursing professional shall be appropriately verified when possible.

2.0 PURPOSE:

To identify the Nursing Staff with qualifications, training and experience to provide patient care in consonance with law.

3.0 SCOPE: Nursing Staff

4.0 DISTRIBUTION: Human Resource Dept., Nursing & Medical Director

5.0 ABBREVIATIONS:

NCI: Nursing Council of India

6.0 RESPONSIBILITY:

The Nursing Head & Human Resources (HR) department shall meet to assess the credentials and qualifications of Nursing. They shall be authorized to do the Competency for Nursing based on qualifications, experience and area specific skills. This shall be duly recommended after conducting knowledge and skills assessment by Nursing Superintendent.

It shall be the responsibility of Nursing Superintendent to assess the credentials before recruiting a new nursing staff.

7.0 DISTRIBUTION:

Medical superintendent, Human Resources department, nursing superintendent

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HR	Medical director	Accreditation Coordinator



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8.0 PROCESS:

The credentialing for nursing staff, NCI guidelines shall be followed.

a. Qualifications & experience for Nursing Superintendent

Minimum Educational / Vocational Qualifications - B.Sc Nursing/ GNM and Post-graduation in nursing administration

Minimum Experience (in no. of years) - 10-15 years of experience, should have experience in administration of minimum 6-8 years.

b. Qualifications & experience for Nursing In-charge

Minimum Educational / Vocational Qualifications – B.Sc Nursing/ GNM

Minimum Experience (in no. of years). - 5-10 years of experience, should have experience in administration.

c. Qualifications & experience for Shift In-charge

Minimum Educational / Vocational Qualifications – B.Sc Nursing / GNM

Minimum Experience (in no. of years). - Highly motivated nurse with experience of minimum 3-5 years in respective department

d. Qualifications & experience for Staff Nurse

Minimum Educational / Vocational Qualifications – B.Sc Nursing / GNM

Minimum Experience (in no. of years). : 1 year of experience in respective department

The nurses with experiences /special trainings in any specialty shall be assigned work in the same area preferably.

Regulations from Nursing Council of India (Act) shall be respected and followed. The instructions from time to time from Andhra Pradesh Nursing Council shall be used as a guide.

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Step 1: The Care Providers shall be made to complete a credentialing proforma developed by the hospital for the purpose of credentialing.

Step 2: All relevant document copies of the Care Providers shall be collected along with the credentialing form.

List of relevant document copies –

- 1) Copy of all degree or Diploma
- 2) Copy of State Registration (whenever applicable)
- 3) Passport size photo
- 4) Work Experience Certificates

Apart from verifying the certificate copies with the originals, the copies shall also be sent to the issuing authorities for verification.

Step 3: The completed application material shall be circulated through the Nursing Head and HR who shall give their comments on the column provided for their remarks on the applicant and their recommendations.

Step 4: An acceptance letter shall be collected from the applicant if the terms and conditions in the offer letter are acceptable to him / her.

Step 5: After the collection of acceptance letter from the applicant, an appointment letter shall be given by the Human Resources to the care provider and the intimation of which shall go to all concerned authorities.

9.0 Verification of credentials:

Original verification of credentials of all Nurses shall be done and documented. **INODAYA Hospitals, Kakinada** shall not allow any Nursing Staff and other healthcare practitioners to work in a position that requires a certification, registration and/or license that is not valid and current. Employees who are required by job description to be certified,

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registered, and / or licensed shall present proof of current status of such at the time of hire to the Department of Human Resources.

10.0 References:

Nursing council of India guidelines

11.0 RECORDS AND FORMATS:

Credentialing verification process format

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