

BACKGROUND CHECK & DRUG SCREEN INFORMATION

Policy:

1. Students must have clear criminal background checks and drug screens prior to participation in a clinical rotation.
2. All participating schools and agencies agree to adhere to a standardized process for student/clinical instructor screening.
3. The background check is not a requirement for admission to a nursing program; however, the process must be completed after an invitation for admission is received.
4. Nursing clinical instructors/students must have clear criminal background checks to participate in placement(s) in clinical facilities.
5. Prior to clinical experience, the school will verify that all required information is on file for the assigned students and clinical instructors.
6. Background checks will minimally include a search into the following:
 - 7 years residence/background history
 - Nationwide Sex Offender Registry
 - Three counties
 - Social Security Number Trace
 - Criminal History Record Search
 - Search through professional certification or licensing agency for infractions if student currently holds a professional license or certification (e.g., respiratory therapist, C.N.A.)
 - Address verification
 - Two names (current legal & one other)
 - OIG/GSA-Medicare/Medicaid Excluded List
 - 10-Panel Drug Screen with urine sample
7. Students & clinical instructor will be unable to attend clinical facilities for any appropriate reasons, including but not limited to the following convictions:
 - Murder
 - Sexual offenses/sexual assault
 - Felony possession and furnishing
 - Class B & Class A misdemeanor theft
 - Felony assault and/or Felony theft
 - Abuse
 - Other felonies involving weapons and/or violent crimes
 - Fraud
8. The initial background check satisfies this requirement during continuous matriculation through the program; should the educational process be interrupted for more than 6 months, a new background check will be required.
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10. The student/clinical instructor will contact American DataBank (ADB) at <http://www.sdnsec.org/backgroundcheck.asp> or www.sdnsebackground.com to arrange for the required check.
11. Student/clinical instructors must provide information allowing ADB to conduct a background check and with authorization to share any positive or flag results on the background check with healthcare facilities to which students may apply or to which students may be assigned for clinical nursing courses or clinical rotation (the school's clinical affiliates). ADB will conduct an internal review, verify student/clinical instructor information, and send any flagged or positive results to the clinical sites for review.
12. Upon completion, the results will be delivered to the applicant and the Health & Public Safety Division office shall receive the information.
13. The school will advise the clinical site of the name of the clinical instructor and a list of students assigned to their facility a minimum of 15 days in advance of their arrival.
14. Upon receipt of a "positive" background check, the clinical site will make a final determination whether the student/clinical instructor will be accepted into the facility. The site will use the same guidelines used for the acceptance/rejection of an employment application in approving clinical instructor and student placement at their site.

Imperial Valley College Nursing Program, El Centro Regional Medical Center (ECRMC), and Pioneers Memorial Healthcare District (PMHD)

15. If the student/clinical instructor's record is not clear, the individual may be unable to attend the clinical rotation. The clinical site will notify the campus of their denial of any student/clinical instructors. (Applicable BRN and/or BVN/PT guidelines will be incorporated into these guidelines as they become available).
16. If the student/clinical instructors record is not clear they will be responsible for obtaining documents and having the record corrected to clear it. If this is not possible the student/clinical instructor will be unable to attend clinical rotations.
17. Student/clinical instructors may be denied access to clinical facilities based on offenses appearing on the criminal record, which may have occurred more than 7 years ago.
18. Final placement status based on background check information is the clinical site's determination.
19. ADB shall include in any document used to obtain information from student/clinical instructors for the purpose of conducting a background check, a waiver and release of liability wherein the student specifically agrees to allow school/ADB to share the results of the background check with the clinical sites to which student may apply or be assigned. The student shall further agree that such information may be used to deny the student from participating in clinical rotation.
20. Schools shall indemnify and hold healthcare facilities harmless from any and all actions or claims that may be asserted by student/clinical instructors arising out of healthcare facilities' rejection of any student/clinical instructor from clinical rotation based on the results of a criminal background check or any claim that such a background check was conducted improperly. ADB shall be solely responsible for conducting background checks in accordance with applicable laws and regulations, including but not limited to California Civil Code Section 1786, et seq.

Procedure

1. Disclosure and Release Form to ADB

Complete the online Disclosure and Release Form found on-line at <http://www.sdnsbackground.com/disclosure.pdf>.

- o Fax on a confidential line to American DataBank at 303-531-0869. It is not necessary to contact ADB to verify that your fax has been received and no cover sheet is needed, **OR**
- o E-mail a scanned copy to studentdr@americandatabank.com

2. Package Selection

Please select a background check package

- o **Package 1: Complete Background Check**
Price: **\$65.00** Includes criminal check **and** 10-Panel Drug Screen
(Additional charges may be added)
- o **Package 2: 10-Panel Drug Screen Only** (Drug Screen Requested by Hospital or School)
Price: \$40.00 Includes 10-Panel Drug Screen Only

3. Applicant Information

Please enter your name, date of birth, social security number, phone number, and e-mail address.

4. Residential History

Provide your 7 year residential history including State, City, ZIP Code, and the date range at the address.

5. Payment

Provide payment for your background check by credit card or money order at the end of the online ordering process.

6. Drug Screen

After completing the on-line ordering process, go to your program's office and get a Chain of Custody Form as well as a list of approved collection site facilities.

- o Read the Drug Screen Information page for further instructions. http://www.sdnsbackground.com/drug_screen.asp
- o You must complete your drug screen at one of the locations listed on the Drug Screen Information page or you will be subject to a third party collection fee.

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