



Manual: Policy & Procedures
 Policy Procedure

Section: Admissions Number: 001.0
 Title: Criminal Background & Drug Screen Policy

Originator: Sheila Scroggins, Director of Nursing <i>Sheila Scroggins</i> February 18, 2011 (signature) (Date)	
Committee Member: _____ (signature) (Date)	Date Approved: Approval by FF 2/18/11 Final Vote on: 4/12/2011
Current Content Expert: NA _____ (signature) (Date)	Nursing Director: Sheila Scroggins <i>Sheila Scroggins</i> 4/12/2011 (signature) (Date)
	Effective Date: SPRING 2011
	<input type="checkbox"/> New <input type="checkbox"/> Reviewed (no changes) <input checked="" type="checkbox"/> Revised Replaces: 4/23/10 P&P

I. Purpose: To ensure that the Department of Nursing meets all contract requirements with affiliating agencies (hospitals, clinics, schools, etc.) to provide clinical courses.

II. Application: All nursing applicants and returning students are required to undergo criminal background checks and screening prior to being placed at their facilities for clinical experience.

III. Philosophy The District contracts with affiliating agencies in surrounding areas to provide clinical courses approved by the CA Board of Registered Nursing. All decisions regarding background checks and drug screenings are determined by the individual clinical agencies in accordance with their rules and/or regulations.

IV. Policy - Students are admitted into the Nursing program on a "conditional" basis, pending clearance for placement by clinical agencies. [Nursing applicants and students are solely responsible for all costs associated with obtaining clearance for background check and drug screening through the District's authorized vendor: Corporate Screening Services, Inc.]

The following searches and screenings will be conducted by the vendor:

1. Criminal History Record Search
2. Social Security Number Trace (residential history, year/state SSN issued)
3. DHHS/OIG/GSA-Medicare/Medicaid Excluded List
4. National Sex Offender Data Base Search
5. *10-Panel Urine Drug & Alcohol Screen

CONTINUATION

Manual: Policy & Procedures	Number: 001.0
Section: Admissions	Title: Criminal Background & Drug Screen Policy

- a. Conditionally accepted students entering first semester are required to submit to a criminal background check and drug screen and receive clearance for both prior to "official acceptance".
- b. Conditionally accepted students progressing through the nursing program, who have been out for one or more semesters are required to submit to a repeat criminal background check and drug screen and receive clearance for both prior to "official acceptance".
- c. Conditionally accepted international students entering the nursing program as advanced standing are required to submit to a criminal background check and drug screen and receive clearance for both prior to "official acceptance".

**LEGAL DRUGS - Clinical Agencies prohibit students who are taking, (or under the influence of) any (DEA) Schedule II, and some Schedule I, III and IV drugs from participating in a clinical setting--even with a valid prescription. If a student is using a legal psychoactive drug at the direction of a health care provider, the student is required to report to the Director of Nursing for review of the information prior to the start of the program, or course in program. Such information will be maintained in a confidential, secured file by the Director of Nursing. This information may preclude the student from participating in clinical, but will be discussed with the student individually. Students who are determined by the Clinical Agency as "ineligible" due to the use of legal drugs, will have their progression evaluated on a case by case determination by the Director of Nursing.*

The Department of nursing will provide specific instructions to students for logging into the system for input of their background check. Once the summary report that provides clearance for the student is received, a code will be provided for submission of a drug screen.

Nursing applicants and current students unable to obtain background and drug screen clearance will not be able to complete mandatory course requirements towards graduation, and will be dropped from the program.

Addendum #001.1 specifically clarifies information on this document and shall become part of this policy.

CONTINUATION

Manual: Policy & Procedures	Number: 001.0
Section: Admissions	Title: Criminal Background & Drug Screen Policy



**Department of Nursing
Background Check/Drug Screening Follow Up**

Date: _____

Student Name: _____

The use of background checks and drug screens on individuals working in clinical settings are a means that agencies use to help protect their clients/patients. Clinical agencies have the right to establish criteria that would exclude a student from placement at their facility.

I understand that the results of my Clinical Background Check/Drug Screen document (an 'alert'), may exclude me from placement at a clinical facility and impact my ability to meet clinical objectives and status in the program. This could result in my ineligibility for admission (or progression) in the Nursing program. I have read and understand the policies and procedures related to Criminal Background and Drug Screening processes for pre-admission and progression through the Nursing Program.

It is my responsibility to discuss alerted check/screening results and implications for the following semester with the Director of the Nursing program at the end of each semester, which will allow for ongoing planning.

I authorize release of results for criminal background and drug screening to facilities contracted with Yuba College Nursing.

Student Signature: _____

Director of Nursing Signature: _____