



Manual: Policy & Procedures

Section: Admissions

Number: 001.0

Policy Procedure

Title: **Criminal Background & Drug Screen Policy**

Originator: Sheila Scroggins, Director of Nursing	
February 18, 2011	
_____	_____
(signature)	(Date)
Committee Member:	Date Approved:
_____	Approval by FF 2/18/11
(signature)	Final Vote on: 4/12/2011
(Date)	
Current Content Expert: NA	Nursing Director: Sheila Scroggins
_____	_____
(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

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- 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.