

# Calhoun Community College Allied Health

## BACKGROUND CHECK POLICY

Education of Allied Health Department students at Calhoun Community College requires collaboration between the college and clinical affiliates. Education of these students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate's patients from harm to the extent reasonably possible. The college wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in health care educational program must participate in clinical learning experiences. It is therefore the policy of Calhoun Community College Allied Health Department that students enrolling in health profession programs, or classes that include a clinical rotation at contracted clinical affiliates, submit to background checks. Those programs requiring background checks include, but are not limited to: Clinical Laboratory Technology, Emergency Medical Services, Phlebotomy, and Surgical Technology.

### Guidelines for Background Check on Health Profession Students

**I. Persons to be tested:** Any student who is enrolled in any Allied Health Department Program or course at Calhoun Community College that requires a student clinical rotation will be required to undergo a background check.

**II. Types of Background Checks:** Students shall receive notification of the requirement for the background check prior to admission and upon enrollment to a health care program.

The background check may include, but is not limited, to searches, histories, and verifications as indicated below:

- **Positive Identification**
- **Maiden/AKA Name Search**
- **Social Security Number Trace** which is a verification that the number
  - Provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- **Residency History**
- **Education Verification**
- **Employment Verification** which may include the reason for separation
  - and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
- **Healthcare Employment Verification Network Search**
- **Nurse Aide Registry**
- **Professional License/Certification Verification**
- **Personal References/Interviews**
- **Criminal Search** reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current

status. The criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, and other offenses.

- **Most Wanted List**
- **National Criminal Database Searches**, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- **Adult and Child Abuse/Neglect Registries**
- **National Sex Offender/Predator Registry Search** which includes a search of the state or county repository for known sexual offenders.
- **Misconduct Registry Search**
- **Office of the Inspector General (OIG) List of Excluded Individuals/Entities** which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
- **General Services Administration (GSA) Excluded Parties List Service** identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
- **Executive Order 13224 Terrorism Sanctions Regulations**
- **Government Suspect/Watch List**
- **Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN)** which includes individuals associated with terrorism and Narcotics Trafficking.
- **FACIS Database Searches** includes OIG, GSA, OFAC and other sources.
- **National Healthcare Data Bank Search and Sanction Report** may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- **Fingerprinting and the National Criminal Information Center** which may reveal National Wants and Warrants information.
- **International Criminal**
- **Applicable State Exclusion List**
- **Any Other Public Records**

**III. Consent:** Students must sign the appropriate consent(s) for a background check at the time of admission to a health care program. A copy of the signed consent(s) will be maintained in the permanent student record. The student will provide applicable consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for: 1) the background vendor to perform required background checks, 2) the background vendor to provide results to Calhoun Community College Allied Health Department, and 3) the background vendor to provide results to any contracted clinical affiliate to determine eligibility for clinical rotation.

**IV. Background Check Procedure:** The background checks will be conducted by a college-designated vendor according to program specific deadlines. **Background checks performed by any other vendor or agency will not be accepted.** Students reinstated to a program after an absence from program coursework of one semester or more, will have to repeat background testing.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent

form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the healthcare program director who will determine if the student will be allowed to proceed with the background check. **No student will be allowed to attend the clinical experience until the full background check process is completed.**

**V. Results:** Background checks must be accomplished **prior to assignment** of any student for a clinical rotation and **annually thereafter** for subsequent clinical rotations.

Results of the background check will be sent to the health care program director. A copy of all results will be maintained in the office of the health care program. Designees at the clinical affiliate will be provided with a copy of negative results for students assigned to that agency, as requested.

The student with a background check that renders them ineligible for a clinical rotation will be informed of the results by the healthcare program designee and/or background check vendor.

Students with a background check that indicates ineligibility will be denied assignment to a clinical facility. Students will be advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks which could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize that health and safety of patients, sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Findings on background checks can have licensure implications upon graduation from a health program. Each clinical facility must and will have the discretion and authority to make the final decision regarding the eligibility of any student to attend their facility for a clinical experience.

Students who are unable to resolve a background check resulting in ineligibility will be dismissed from the health care program due to the inability to complete required clinical rotations. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw. The student will be advised by a program director as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Results will be securely filed in the office of the health program. The healthcare program designee will have access to the results of the background check. Designees at the assigned clinical affiliates will be provided results on students only upon specific request and only to determine student eligibility at their facility.

Results of any student’s background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.