



# VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

## **Criminal Background Check Policy Policy 7.20.B**

### **About This Policy:**

Effective Date: 02-24-2017

Updated: 05-20-2020

**Approval Dates:** Previously recorded as Policy C-12

Faculty Approval: 05-20-2020

### **Scope**

This policy applies to all clinical students in the Dwyer College of Health Sciences.

### **Policy Statement**

The purpose of this policy is to inform students that criminal background checks are required for all clinical programs in the IUSB Vera Z. Dwyer College of Health Sciences.

**Criminal Background Checks Policy for Students:** Objective criminal history background checks are required of all clinical students in compliance with state and federal (House Bill 1633) regulations for individuals in clinical settings and working with patients and individuals who are vulnerable or minors. Licensure is also contingent upon the absence of most felony and some misdemeanor charges (see graduation section on licensure).

**Rationale:** A past criminal history may become a significant barrier to clinical practicum rotation placements or have a negative impact on a graduate's ability to obtain a license to practice. In addition, current Indiana law states that individuals who have been convicted of certain crimes may not be employed by or operate a home health facility or work in the Indiana public school system. While a conviction of a crime does not automatically disqualify a student from participation in the educational experience, a criminal history may be grounds for denying progression depending on the facts and circumstances surrounding each individual case. An updated check for an enrolled student might have a bearing on the clinical site in which the student will be placed.

Per an agreement with Indiana University, the criminal background check with an affiliated IU vendor meets IU policy PS-01 (Programs Involving Children) and all Indiana University affiliation agreements with clinical agencies.

## **Procedure**

1. Individuals must register and submit a criminal background history check with the approved IU vendor upon acceptance to any clinical program prior to progression into community-based clinical experiences. Students must submit checks for any county you have lived in for the last seven (7) years and additional charges may apply for extra counties.
2. Students will be asked to complete an annual Requirement to Disclose form.
3. Students are required to notify the Assistant Dean for Student Success and Operations within seven (7) business days of any changes in their status. This is in compliance with affiliation agreements held by Indiana University with the clinical agencies and consistent with state and federal regulations. The Program Director will consult with licensing agencies, when appropriate.
4. The School Recorder is responsible for maintaining updated documentation of criminal background histories for IU South Bend students enrolled in programs at Indiana University South Bend. The School Recorder will notify the Assistant Dean for Student Success and Operations when a criminal conviction is noted on a student's criminal background check.
5. Students may be asked to provide a more current check at any point in the program, based on a clinical agency's request or if they have been out of progression. \*\*
6. RNs or other professional licensed individuals entering a clinical program or a clinical course must provide a current criminal background check. Students may provide documentation from their employer's background check service if it is less than one year old and a criminal disclosure form is completed.

\* It is the student's responsibility to report any subsequent changes in criminal history that occur after the initial criminal background check has been completed. Failure to do so may result in immediate dismissal from the

program. In addition, if a student is found to be ineligible for clinical placement at any time during the program, the student will not be able to meet clinical objectives and will be withdrawn from the program pending resolution of the issue.

\*\*Students should also be advised that clinical affiliates can establish more stringent standards if they choose, to meet the regulatory requirements of their facility. Therefore, clinical agencies may elect to conduct additional background checks at their discretions.