



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Criminal Background Check Policy Policy 7.20

About This Policy:

Effective Date: 02-24-2017

Approval Dates: Previously recorded as Policy C-12

Scope

This policy applies to all members of the university community on each campus of Indiana University.

Policy Statement

The purpose of this policy is to inform students that Criminal Background Checks are required for the IUSB Vera Z. Dwyer College of Health Sciences (IUSB-CHS).

Criminal Background Checks Policy for Undergraduate 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 community-based clinical, 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.

Procedure

1. Individuals must register and submit a criminal background history check with Backgroundchecks.com upon application to any BSN clinical program and again prior to progression into community-based clinical experiences (typically the 7th semester~\$20) on the South Bend campus. You must submit checks for any county you have lived in for the last 7 years and additional charges may apply for extra counties.
2. Students will be asked to complete a Statement of Adherence of Clinical Facility Policy and Procedures and Reporting of Illegal Activities form each year in the fall.*
3. Any criminal arrest or situation (including OWI's) must be reported to the Assistant Dean for Student Success before the next clinical day or within one week if occurs during breaks. This is in compliance with contracts held by the College of Health Sciences with the clinical agencies and consistent with state and federal regulations. The Assistant Dean will consult with licensing agencies.
4. Individuals requesting transfer from any campus other than IUPUI, IUB, or IUPUC must submit a completed criminal history check prior to transfer.
5. The DCHS Advising Center on the South Bend campus is responsible for maintaining updated documentation of criminal background histories for IU South Bend students enrolled in the undergraduate program on the South Bend campus. The student recorder will notify the Assistant Dean for Student Success when a criminal conviction is noted on a student's criminal background check.
6. 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. **
7. RN's 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.