

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Criminal Background Check Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: N/A

PURPOSE

This policy explains the utility of criminal background checks within the Medical Education Program.

POLICY

1. Background Check

The Medical Education program requires a background check on all students in order to enhance the health and safety of patients, students, faculty, and staff in the academic and clinical environments, to adhere to applicable healthcare regulations, and to attest to affiliated clinical facilities and licensure entities a student's background and eligibility status. The background check will determine whether there are incidents in an applicant's or student's history that would pose a risk to patients or others or would prohibit the individual from being licensed in the future.

All students accepted and enrolled in the Creighton University School of Medicine must meet admission and technical standards. As part of the AMCAS application process for medical school, all students accepted into a medical school must submit to a background check conducted by Certiphi Screening, Inc. Once a student is accepted to Creighton University School of Medicine the results of the background check are forwarded to the School of Medicine's Office of Student Affairs. Additional checks may be performed when required by law, by clinical affiliates, or if criminal behavior is suspected of a student.

A. Prior to Matriculation:

In cases where a criminal record appears in the results of the background check, a copy of the report will be given to the prospective or current student and he/she will be allowed to respond to the information contained within the report. The background check and any student response will be forwarded to the Medical Education Program Admissions Committee for consideration and action.

B. After Matriculation:

In cases where a criminal record appears in the results of the background check, a copy of the report will be given to the prospective or current student and he/she will be allowed to respond to the information contained within the report. The background check and any student response will be forwarded to the Advancement Committee for consideration and recommendation.

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Criminal Background Check Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: N/A

Confidentiality: The handling of all records and subject information will be strictly confidential and will adhere to the Family Educational Rights and Privacy Act (FERPA). Adverse findings that result in action taken by the Advancement Committee will become part of the student's academic record. Absent adverse findings, background investigation records will be stored for three years after the student leaves Creighton University and will then be shredded.

"Background checks" is defined as, but not being limited to, a combination of the following screenings for every state and county of residence:

- Social Security Report (name/address search)
- County Criminal Record History
- National Criminal Database
- Federal Criminal Record History
- Nebraska Child Abuse/Neglect Central Register
- Nebraska Adult Protective Services Central Registry
- FACIS® Level 1 includes, but not limited to:
 - (OIG) Office of Inspector General List of Excluded Individuals/Entities
 - (GSA) General Services Administration Excluded Parties Listing
- National Sex Offender Registry

2. Violations of Law

Students are accountable to both civil and University authorities for acts that constitute violations of law and the Codes of Conduct specified in the University and School of Medicine Handbooks. When a student has been apprehended for violations of local, state, or federal law, the University will not request or agree to special consideration for the individual because of his or status as a student. The University will cooperate with law enforcement agencies and other agencies responsible for rehabilitation. On the other hand, because of the severely disruptive nature of many violations of this code, the University and the School of Medicine will normally not defer its disciplinary proceedings while civil or criminal proceedings are in process. In addition, the University will not necessarily accept or be bound by the findings of civil or criminal proceedings in its proceedings.

PROCEDURE

Background Check Procedure

1. Admission Application Procedures

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Criminal Background Check Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: N/A

- A. All students applying to medical school through AMCAS permit a background check conducted by Certiphi Screening, Inc. The background check commences upon acceptance into Creighton University School of Medicine or any other LCME-accredited medical school. Certiphi Screening, Inc. will then forward the completed background check to Creighton University School of Medicine Office of Student Affairs.
- B. In cases where no criminal records appear, the accepted student's record will reflect that the investigation was completed and satisfactory.
- C. In cases where a criminal record appears in the results of the background check, the student will be contacted by email. The accepted student must submit a written response to the Office of Student Affairs within 10 business days of this notification. Any student who fails to provide a response prior to matriculation may have their acceptance rescinded by the Medical Education Program Admissions Committee.

The accepted student may contest the results directly with Certiphi Screening, Inc., but this must be completed within 10 business days of receipt of their Notification.

The Associate Dean for Student Affairs shall submit the Student's AMCAS and Creighton University SOM Secondary applications, background report, the submitted written student response, and any vendor response to the Admissions Committee for action.

The Admissions Committee will review the information and will then make a decision to allow matriculation or rescind admission to any student based on the timing, severity, number, and nature of any findings. The Committee shall make this decision based on:

- a. Number of convictions;
- b. Nature, seriousness and date(s) of occurrence of the violation(s);
- c. Rehabilitation;
- d. Relevance of the crime committed relative to medical profession standards;
- e. State or federal requirements relative to the medical profession;
- f. All known information regarding the accepted student, including the written explanation;
- g. Any other evidence demonstrating an ability to perform academic and clinical expectations competently and free from posing a threat to the health and safety of others.

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Criminal Background Check Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: N/A

NOTE: Any identified misrepresentation, falsification, or material omission of information from the application discovered during the criminal background review process may result in the decision to rescind the admission of the student.

The Admissions Committee will notify the student in writing of its decision within 10 days of its decision.

No student will be allowed to matriculate until a background check is completed and approved by the School of Medicine.

All accepted students are responsible for updating the Office of Student Affairs within the School of Medicine of arrest or conviction that occurs between the time of the initial

background check and matriculation date to the School of Medicine. Students who fail to report such incidents may result in a recommendation to rescind their admission to the School of Medicine.

2. Frequency of Background Checks

The Associate Dean for Student Affairs may request a background check on any student at any time based on reasonable suspicion.

The Background Check will be maintained in the student file for future reference. Also, as determined by the Advancement Committee, any official action taken by the Advancement Committee is subject for inclusion within the student's file and the Medical Student Performance Evaluation (MSPE).

3. Student Reporting of Violations

All students enrolled in the medical education program are responsible for notifying the Advancement Committee, through the Associate Dean for Student Affairs, of any new misdemeanor or felony arrests/indictments for their review and action. Failure to do so will result in action by the Advancement Committee.

SCOPE

All Creighton University School of Medicine medical program applicants who were accepted into, and/or matriculated to the School of Medicine.

Creighton University School of Medicine Medical Education Program Policies

POLICY: Criminal Background Check Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: N/A

ADMINISTRATION AND INTERPRETATION

The Office of Student Affairs is responsible for the administration of this policy. Please forward questions to the Associate Dean for Student Affairs.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Program Committee.