

HEALTH SCIENCE DIVISION POLICY FOR CRIMINAL BACKGROUND CHECKS

It is the policy of the Health Science Division (HSD) of Amarillo College that all applicants seeking admission to a HSD program submit to a criminal background check as part of the acceptance process into the program. This policy is based on requirements of The Joint Commission Standard H.R. 1.20. This Joint Commission standard requires accredited healthcare organizations to verify criminal background information on hospital staff as well as students who provide care, treatment, and services to patients/clients.

Timing

All criminal background checks will be conducted prior to full acceptance to the respective HSD program. The results will be honored for the duration of the student's enrollment if the student has not had a break in enrollment at the college and if the student has had no disqualifying convictions while enrolled. A break in enrollment is defined as nonattendance of one full semester or more. Attendance must be verifiable through program attendance records. If a student withdraws from or fails to successfully complete the respective HSD Program and applies for re-admission to the program, the original criminal background check completed for admission to the program is valid for one year from the date it was processed. The same length of validity for the criminal background check applies if a student withdraws from or fails to complete the HSD Program and applies for admission to a different HSD program.

Cost

The cost of the criminal background check is an applicant/student responsibility. This expense is non-waiverable and non-refundable.

Process

- Criminal background checks will be performed by an external vendor selected by the college. At present, that vendor is Precheck, Inc.
- The name and electronic archive number of any applicant/student, that is returned from the external vendor with an "alert" status indicating a potential barrier to clinical eligibility, will be made available to a designated official(s) of the affiliated healthcare organizations requiring verification of criminal background information of applicants/students.
- This designated official(s) will access these individual applicant/student criminal background checks through the protected electronic archive, make a determination as to clinical eligibility in the healthcare organization, and communicate that determination to the appropriate director of the HSD program.
- The inability of any applicant/student to participate in clinical (practicum) activities will prohibit successful completion of required clinical (practicum) courses. Successful completion of clinical (practicum) courses is necessary for progression in all HSD programs.
- Clinical activities are completed at specific healthcare organizations affiliated with Amarillo College. Amarillo College will not locate or provide alternative sites for applicants/students ineligible to participate in clinical activities at affiliated healthcare organizations.
- Successful completion of a criminal background check does not guarantee professional certification and/or licensure following program completion.
- In the event that a student enrolled in a HSD Program is convicted of a criminal offense at any time while enrolled in the program, the program director may require the student to repeat the criminal background check with the designated external vendor (Precheck, Inc.). The results of this repeat criminal background check will be made available to affiliated healthcare organizations requiring criminal background check information, for a determination of eligibility for

continued clinical privileges. If any affiliated healthcare organization denies clinical privileges based on this repeat criminal background check, the student will not be allowed to continue enrollment in clinical (practicum) courses. The inability to continue in clinical (practicum) courses prohibits student progression and successful completion of the respective HSD program.

Procedure

- **Each applicant/student must complete the respective HSD program Student Disclosure and Release forms** at www.precheck.com, the current designated external vendor selected by the HSD, at the time of conditional acceptance to the respective program.
- The applicant/student will pay the criminal background investigation fee directly to Precheck.Inc.
- Precheck, Inc. will perform a background check based upon the applicants/student's verified social security number consisting of:
 - Criminal History County Level (three counties)
 - Sexual Offender Registry/Predator Registry
 - Social Security Number Verification
 - Positive Identification National Locator with Previous Address
 - Maiden/AKA Name Search
 - Medicare/Medicaid Sanctioned, Excluded Individuals Report
 - Office of Research Integrity (ORI) Search
 - Office of Regulatory Affairs (ORA) Search
 - FDA Debarment Check
 - National Wants & Warrants Submission
 - Investigative Application Review (by Licensed Investigator)
 - Adverse Action Letter (to Comply with the Fair Credit Act)
 - State Mandated Requirements
 - Misconduct Registry Search
 - Executive Order 13224 Terrorism Sanctions Regulations
 - Fiscal Intermediary Personnel Search
- Precheck.Inc will produce an individual criminal background report for each applicant/student within 72 hours.
- Precheck.Inc will maintain the protected criminal background check results on-line for the for the respective HSD program for a period of 10 years.
- Any questions or concerns about the contents of an individual criminal background check must be directed to Precheck.Inc by the applicant/student involved.

CRIMINAL BACKGROUND CHECK STATEMENT OF UNDERSTANDING AND AGREEMENT

I _____
Print Full Legal Name

have read the Amarillo College Health Science Division Policy for Criminal Background Checks, and I am aware that all program applicants must submit to a criminal background check as part of the admission process to any HSD program. I am aware that my signature provides consent for the results of my criminal background history to be released to the respective HSD program at Amarillo College and to the affiliated Joint Commission accredited healthcare organizations for determination of my eligibility to participate in clinical activities. I acknowledge that if my criminal background history would prohibit me from participating in clinical activities at these affiliated healthcare organizations or agencies, I will not be offered program admission to either the respective HSD Program. I am fully aware that the cost of the criminal background check is my responsibility. Further, I acknowledge that a clear or successful criminal background check does not guarantee professional certification and/or licensure or employment after program graduation.

I acknowledge that in the event that I am convicted of a criminal offense while enrolled in a HSD Program, I may be required to repeat the criminal background check with the designated Amarillo College external vendor. I am aware that this repeat criminal background check will be made available to affiliated healthcare organizations for a determination of my eligibility for continued clinical privileges. I am also aware that denial of clinical privileges by any affiliated healthcare organization based on the repeat criminal background check will prohibit my participation in clinical (practicum) courses and therefore progression in and completion of the respective HSD program.

I have received a copy of the Health Science Division Policy for Criminal Background Checks, and I have had the opportunity to ask questions.

Signature

Date

Printed Name