

**CREIGHTON UNIVERSITY SCHOOL OF MEDICINE
PREMEDICAL POSTBACCALAUREATE
BACKGROUND CHECK POLICY**

PURPOSE

Creighton University School of Medicine requires a background check on all of its 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.

POLICY

All students accepted and enrolled in the Creighton University School of Medicine Pre-Medical Postbaccalaureate Program must meet admission and technical standards. As part of the application process, all students accepted into the Pre-Medical Postbaccalaureate Program must submit to a background check conducted by a vendor chosen by the Creighton University School of Medicine. Acceptance into the Pre-Medical Postbaccalaureate Program is conditional on a background check that meets the standards set by the School of Medicine. Additional checks will be performed when required by law or by affiliated clinical facilities.

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 Creighton University School of Medicine Backgrounds Standards Committee for consideration and action.

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 which result in action taken by the Advancement Committee will become part of your academic record. Absent adverse findings, background investigation records will be stored for three (3) years after the student leaves Creighton University and will then be shredded.

DEFINITIONS

"Background checks" is defined including, 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
- 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
 - (GSA) General Services Admin. Excluded Parties Listing
 - (OFAC) Office of Foreign Assets Control Specially Designated Nationals (SDN) Search
- National Sex Offender Public Registry

PROCEDURES:

A. Permission to Conduct the Investigation

Permission to conduct the required background investigation will be obtained for accepted students upon acceptance into the Pre-Medical Postbaccalaureate Program and prior to matriculation. Students must access the vendor's website and complete the appropriate release of information form that allows a background investigation to be conducted via an arrangement with the outside vendor. A copy of "Your Rights under the Fair Credit Reporting Act" will be available for each student. Within the jurisdictions noted by the student, criminal records will be checked and the report may include arrests and convictions for all offenses of any type, including deferred judgments, records that have been expunged, and sealed juvenile records.

B. Admission Application Procedures

1. All students accepted into the Pre-Medical Postbaccalaureate Program will be required to submit to a background check that will be conducted by a vendor chosen by the Creighton University School of Medicine. Accepted students will have ten (10) business days following notification to access the vendor's website and to submit to the background check.
2. The vendor will then conduct the background investigation.
3. The vendor will return results to the student and the Creighton University School of Medicine Office of Student Affairs.
4. In cases where criminal records do not appear, the accepted student's record will reflect that the investigation was completed and satisfactory.

5. In cases where a criminal record appears in the results of the background check, the student will be contacted by email.
 - a. The accepted student must submit a written response to the Background Standards Committee within ten (10) business days of this notification. Such written responses should be sent to the Background Standards Committee, in care of the Associate Dean of Student Affairs. Any student who fails to provide a response that may be reviewed by the Background Standards Committee prior to matriculation may have their acceptance rescinded.
 - b. The accepted student may contest the results directly with the vendor, but this must be completed within ten (10) business days of receipt of their Notification.
 - c. The following credentials will be submitted to the Background Standards Committee within twenty (20) business days of the student's notification:
 - AMCAS application
 - Pre-Medical Postbaccalaureate Program application credentials
 - Background Check Report
 - Written Student Response
 - Any Vendor Response
 - d. The Background Standards Committee will review the information and will then make a recommendation to the Pre-Medical Postbaccalaureate Program Admissions Committee 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 on:

- Number of convictions;
- Nature, seriousness and date(s) of occurrence of the violation(s);
- Rehabilitation;
- Relevance of the crime committed relative to medical profession standards;
- State or federal requirements relative to the medical profession;
- All known information regarding the accepted student, including the written explanation;
- 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.

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

- e. The Admissions Committee will notify the student in writing of its decision within 10 days of its decision.
6. No student will be allowed to matriculate until a background check is completed and approved by the Pre-Medical Postbaccalaureate Program.

C. Frequency of Background Checks

Background checks will be conducted following acceptance, and prior to matriculation into the Pre-Medical Postbaccalaureate Program. Once a student matriculates within the Pre-Medical Postbaccalaureate Program, the student is responsible for notifying the **Associate Vice President for Health Sciences Multicultural and Community Affairs** of any misdemeanor or felony arrests/indictments. Failure to do so will result in action taken by the School of Medicine.

Students who are successful in completing the Pre-Medical Postbaccalaureate Program, and being accepted into the School of Medicine, are also required to complete an additional background check prior to matriculation into the School of Medicine.

As determined by the School of Medicine, any official action taken by the School of Medicine is subject for inclusion within the student's file and the Medical Student Performance Evaluation (MSPE).