

**Topic of Policy:**

Credit Student and Non-Credit Student Background Check

**Applies to (check all that apply):**

Faculty \_\_\_\_ Staff \_\_\_\_ Students X

**Division/Department:**

Academic Affairs and Business and Continuing Education Divisions.

**Topic/Issue:**

Student background checks for credit program clinical and internship placement and student background checks for non-credit healthcare clinical placement.

**Background to Issue/Rationale for Policy:**

The College has an expanding need for clinical placements because of our various credit medical programs that now require internships.

The National Registry of Emergency Medical Technicians will deny registration or take other appropriate actions in regard to applicants for registration when a felony conviction has occurred. Under Maryland regulations, the Maryland Institute for Emergency Medical Services System may deny certification of licensure of any person who has been convicted of, or plead guilty or nolo contendere to a felony, serious crime of violence against a person, and crimes involving controlled dangerous substances, sexual misconduct or moral turpitude.

Hospital clinical sites may request a criminal background check prior to accepting a student for clinical experiences. Students will be required to provide a criminal background check, acquired at their own expense, to any clinical or field internship agency affiliated with the EMS Program.

Students seeking placement with agencies/clinics that require a background check are required to complete a background check before placement at a clinical site.

The Maryland Hospital Association (MHA) convened a group of hospital and nursing education representatives to create a standard procedure to implement the recommendation by The Joint Commission (TJC) that hospitals consider requiring criminal background checks for health profession students who enter hospitals for

clinical education. A web-based-program called “Pre-check” was selected by MHA.

The Pre-check program requires that students apply for their own background checks. The criminal background report is sent to the hospital and BCCC does not receive the criminal background report. This system facilitates transfer of information to a hospital and avoids the need for multiple background checks as students rotate among the participatory hospitals.

The Maryland State Department of Education, Child Care Administration requires all owners and employees of licensed day care centers to have background checks.

#### Non-Credit Programs:

Also, the College has an expanding need for clinical placements because of various non-credit healthcare offerings that require a clinical practicum. The majority of non-credit students enrolled in these healthcare offerings have their tuition funded either by needs-based grants or by service contracts with agencies and private sector employers. The cost of the required background check is included in the tuition and fees for open enrollment and contract training. Grantors, agencies and employers are invoiced for tuition and fees and remit **one** payment per student or cohort of students.

Student background check results are sent directly to the Maryland Board of Nursing. For students enrolled in Pharmacy Technician courses the third party vendor provides results directly to the student who is responsible for providing results to the clinical site prior to starting clinical course.

Student Background Check requirements are published in a conspicuous manner in all related course literature and registration materials, and included in the course syllabus distributed to students on the first day of class.

#### **State/Federal Regulatory Requirements (cite if applicable):**

TJC (The Joint Commission) certified hospitals require a criminal background check.  
“Emergency Medical Services Providers Licensure and Certification” – COMAR 30.0202  
“Felony Conviction Policy”- National Registry of Emergency Medical Technicians.  
“Application for Licensure by Examination”- Nursing – 10.27.01.05.05  
“Application for Certification”- Certified Nursing Assistant-10.39.01.04.04  
“Qualifications for Licensure as a Respiratory Care”- Respiratory Care-10.32.11.06.06  
“Child Care Center Licensing”- COMAR-13A.14.02.19.1

#### **Policy Language:**

It is BCCC’s policy that the College does not pay for any student criminal background checks.

**Implementation Date:** Upon Board of Trustees Approval

**Originator/Division:** Academic Affairs and Business and Continuing Education Division

**Approved by the Board of Trustees:** February 24, 2009