

Criminal Background Check Policy 3.4

Original Implementation: January 2003

Last Revision: May 2019

BSN STUDENTS:

All pre-licensure BSN students in the School of Nursing (SON) shall have a Department of Public Safety/Federal Bureau of Investigation (DPS/FBI) criminal background check before attending clinical classes. [83rd Legislative Session, Senate Bill 1058, SECTION 2. Subsection (c), Section 301.2511; SECTION 3. Section 301.257, Subsections (j) and (k)].

The Joint Commission (TJC) requires clinical background checks for security purposes on all employees, staff, and volunteers who supervise care, render treatment, and provide services in clinical facilities.

PROCEDURE:

All SON students shall have documentation from the Texas Board of Nursing (BON) regarding the outcome of a criminal background check uploaded to the SON designated tracking program before the first day of class. The documentation will be one of the following:

1. BON Card (blue card)
2. Operations Outcome Letter
3. Enforcement Outcome Letter
4. Eligibility Order

Criminal background checks will be conducted by the BON. The SON will send a roster of newly accepted nursing students to the BON each semester.

The BON will send the SON a confirmation email within ten business days. At that time, the SON will notify the students and each student shall arrange a fingerprint scanning appointment.

The student may not be fingerprinted until notified by the SON.

The student will pay for both the fingerprint scanning services and the cost of the DPS/FBI background check.

The BON will mail a postcard directly to those students who have a clear background check. The student will then give a copy of this postcard to the SON.

In the event the BON contacts the student concerning the need for additional information, including but not limited to a Declaratory Order, the student must notify the director of the SON and submit any correspondence from the BON to the SON.

The student will pay for the Declaratory Order if a charge is assessed.

If a student is charged with an act which may require a Declaratory Order while in the SON program, the student will:

1. Contact the BON to determine if a Declaratory Order is needed;
2. Notify the director of the SON of the act and the BON requirement, if any;
3. Pay for any expenses associated with this process.

RN-BSN and MSN Students

Students admitted to the RN-BSN and MSN Programs must satisfactorily complete a criminal background check prior to beginning clinical rotations. Students who refuse to submit to a background check, or do not pass the background check review, may be dismissed from the program.

A. *Obtaining a Background Check Report.* The DeWitt School of Nursing has a designated tracking program that will conduct the background checks that issue reports directly to the DeWitt School of Nursing. Results from a company other than that designated will not be accepted. Students and applicants must contact the designated company and comply with its instructions in authorized and obtaining a background check. Student and applicants are responsible for payment of any fees charged by the designated company to provide the background check service.

B. *Scope.* Background checks include the following and cover the past seven years:

- Texas Statewide Criminal
- Nationwide Sexual offender Index
- Residence History
- Social Security Alert
- Nationwide Fraud and Abuse Scan
- Nationwide Patriot Act
- Additional counties, if out of state

C. *Rights.* Students and applicants have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the background information provided is correct. The student must contact the designated company to challenge the accuracy of the report, if necessary.

Students with a positive hit on the background check will be notified and reported to the Texas Board of Nursing (BON).