Criminal Background Checks and Drug Screens

Policy and Procedure
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Policy: All students assigned to a clinical rotation must have background checks completed. Some clinical facilities will not accept copies of OSBI Background Checks or other federal background checks in lieu of this Background Check.

Purpose: The Criminal Background Checks and Drug Screens policy and procedure are intended to:
- Ensure that OUCN is meeting the requirements of clinical locations used in the OUCN programs
- Ensure the ability of students to work in any clinical location

Scope: Students, Office of Student Affairs
Criminal Background Check and Drug Screening Procedure

1. Many facilities that the University of Oklahoma colleges use for clinical experiences require students to participate in criminal background checks and/or drug screen tests. Each clinical facility may have specific requirements related to background checks or drug testing of students and employees unique to that facility. Such background checks and drug tests are agency or site requirements, not requirements of the University of Oklahoma or the OU College of Nursing.

2. The College of Nursing is responsible for providing acceptable training sites for its students, preparing students appropriately for required board or licensure exams, and providing students with the appropriate knowledge to practice their profession. It is the student’s responsibility to comply with the criminal background check and drug test requirements of the facilities in which the student rotates.

3. Prior to the rotation start date, the student should confirm background check and drug screen status by contacting the appropriate college clinical representative. Lack of timeliness in supplying the required documentation and testing to the facility may delay the student’s participation in the scheduled clinical experience.

4. The College of Nursing is not responsible for finding clinical practice sites for students who are unable to meet the requirements for the agency or practice sites, including passing background checks or drug screens; nor does it assure that a graduate will be allowed to register for required exams or obtain required licenses to practice. Students should be aware that failure to pass a background check or drug test, as determined by each facility, will likely prevent the student from participating in that clinical experience and may delay the student’s completion of the degree program requirements or prevent the student from completing the degree program.

5. If currently employed at OUMC students may not have to receive a second background check. Please contact the Human Resources office to confirm this: (405) 271-6035.

Clinical Background Check Requirements for Oklahoma City Campus

All undergraduate students at the Oklahoma City campus must complete the State and National Background check in addition to the OUMC Background check. Graduate students enrolled in clinical experiences must also complete both background checks.

- State Background Check – This background check is done through the Oklahoma State Bureau of Investigation (OSBI). Cost of background check is $19.00. In order for students to complete this requirement, they must request a copy of their criminal history,
including a check on the Sex Offenders and Mary Rippy Violent Offenders lists. Students will need to present the background check to facility personnel prior to clinical participation. The College of Nursing does not require a copy.

1. To obtain a copy of the criminal history record, fill out the Criminal History Information Request Form. Requests can be made in person Monday through Friday (except state government holidays) between the hours of 8 a.m. and 5 p.m. Requests by mail will take approximately 4 weeks to return. It is better to take care of this in person; however, students at distance sites will need to plan to allow for mail time.

2. The fee can be paid in cash, by money order, Visa, Mastercard, Discover, cashier's check, certified check made payable to the Oklahoma State Bureau of Investigation (OSBI). No personal checks will be accepted.

3. Go to Oklahoma State Bureau of Investigation Criminal History Reporting Unit 6600 North Harvey, Building Six, Suite #140 Oklahoma City, OK 73116 Map to OSBI

4. Request a Criminal History Information Request, including a check of the Sex Offenders list and the Mary Rippy Violent Offender list.

5. Pay $15.00.

6. This process should be completed as soon as possible. Participation in the check will take approximately 15 minutes. Results are given the day of participation. Students are encouraged to keep background check in a safe and easily accessible place.

7. Many facilities expect students will present background checks to facility personnel prior to clinical orientation. Background checks may need to be submitted for each clinical rotation, even in cases where the student may have recently completed a clinical rotation at the same agency/site. Students should be prepared to provide a copy of the background check to each clinical rotation at any time one is requested. Oklahoma City students may be asked to submit a copy in advance in a confidential, sealed envelope if assigned to certain clinical partner agencies.

- National Background Check – This background check is done through Group One Services. In order for students to complete this requirement, they must follow the steps below.

This must be done at least one week prior to clinical orientation. If not completed, students will not be permitted to attend clinical orientation nor will they be allowed in the clinical setting. It is recommended this process be done immediately and processing time is approximately 1 week.

Instructions

1. Go to: https://extranet dfwhc.org/students/BgCheck.aspx.
2. Click on the the "Continue" option in the middle of the page.
3. Pick "Oklahoma" then "OU Medical Center" then "Nursing" and click "Add" and then "Continue"
4. Be sure to include your address and work history for the past 7 years. Failure to complete this section will cause processing delays.
5. Only list licensure that you currently hold.
6. Be sure to list all post-secondary schools previously attended.
7. You may pay your fees on-line with a credit/debit card. The internet fee will be $45.00. There is NO payment code.
8. Make sure to click submit and to include your electronic signature if requested.
9. The College will be contacted when your background check is complete. You do not need to do anything further.

Questions: contact Davetta-Brown@ouhsc.edu

Clinical Background Check Requirements for Tulsa Campus

All undergraduate students and graduate students enrolled in clinical experiences at the Tulsa campus must complete the National Background check.

- National Background Check – This background check is done through CertifiedBackground.com. In order for students to complete this requirement, they must follow the steps below.
  1. Go to: www.certifiedbackground.com
  2. Click on “Students”
  3. Enter package code: UC18
  4. Answer all questions and submit
  5. After placing your order you will receive a confirmation email that will contain the password needed to access your results and view any missing information required to process your order.
  6. Go to www.certifiedbackground.com enter the password provided, then click “View.” On the next screen, enter the last 4 digits of your social security number to access your information.

Questions: contact dianne-estes@ouhsc.edu

Clinical Background Check Requirements for Lawton/Duncan Campus

All undergraduate students and graduate students enrolled in clinical experiences at the Lawton/Duncan campus must complete the National Background check.

- National Background Check – This background check is done through CertifiedBackground.com. In order for students to complete this requirement, they must follow the steps below.
  1. Go to: www.certifiedbackground.com
  2. Click on “Students”
3. Enter package code: UG38
4. Answer all questions and submit
5. After placing your order you will receive a confirmation email that will contain the password needed to access your results and view any missing information required to process your order.
6. Go to www.certifiedbackground.com enter the password provided, then click “View.” On the next screen, enter the last 4 digits of your social security number to access your information.

Questions: contact laci-jehl@ouhsc.edu

**Drug Screen Procedure**

Drug screenings are required of all students in designated programs effective Fall Semester 2008. As applicable, students/accepted applicants who do not pass the drug screening may be unable to complete degree requirements or may be denied admission to or suspended or dismissed from the degree program.

**Time and Procedures of the Drug Screening**

Accepted Applicants:

- The respective college/program designee will provide accepted applicants to designated programs with the necessary procedures and consent forms for the required drug screening.
- Accepted applicants in designated programs must complete the following prior to the start of classes.
  - Complete and sign the Drug Screen Consent and Release Form and return form to drug screening vendor.
  - Successfully pass the drug screen with sufficient time for the vendor to provide clearance documentation to the respective college/program designee.

**Note:** Should the vendor report that the screening specimen was diluted, thereby precluding an accurate drug screen test, the student/accepted applicant will be required to complete and successfully pass a new drug screen test.

If an accepted applicant fails to complete the above prior to the first day of classes, he/she will not be allowed to begin classes and will jeopardize their admission status in their program.

Current Students:

- Current students in designated programs will be drug tested at the beginning of each academic year or more frequently if required by the clinical rotation site or by the OUHSC.
• Students who need to complete drug screening will be provided with the necessary procedures and consent forms for the required drug screening by the respective college designee.

• Students who fail to adhere to the drug testing deadline set by their college will be suspended from all classes until the vendor (see below) provides OUHSC with clearance documentation to the college designee.

Students and applicants need to use CRG Labs only. Results from any company or government entity other than those designated by OUHSC will not be accepted. Students and accepted applicants must pay the cost of the drug screenings.

**Revision History**

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<td>Initial Release</td>
<td>Shawn Elwell</td>
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<td>2.0</td>
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<td>S. Fix</td>
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