

**Creighton University**  
**School of Nursing**  
**Background Investigation Policy and Procedure**

**PURPOSE:** To assure the safety and well-being of patients, students, faculty and staff in the clinical and academic environments and to attest to clinical agencies the students' eligibility to participate in clinical activities.

**SCOPE:** This policy applies to all undergraduate and graduate students in the School of Nursing.

**POLICY:** Background investigations will be conducted as a condition of enrollment for admitted undergraduate and graduate nursing students to participate in clinical nursing courses. Enrollment in clinical courses and placement in clinical agencies are contingent upon successful completion of the background investigation. In addition, serious results of this investigation may affect candidacy for the nursing licensure examination and licensure to practice as a registered nurse.

*Notes:*

- Newly admitted Traditional Freshmen and Sophomores need to complete these requirements prior to their first semester registration time.
- Students in the Accelerated Nursing Curriculum (ANC), Linking Education and Practice (LEAP), & Graduate programs need to complete these requirements prior to the first day of class.
- Registered Nurses who will be remaining in their place of employment for *all* clinical nursing courses and meet the background investigation requirements for their workplace, may bring a letter from the workplace Human Relations Department stating that they have satisfactorily met all requirements for eligibility to participate in clinical activities in that agency.

**Confidentiality: The handling of all records and subject information will be strictly confidential and revealed only to those required to have access. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken. Background investigation records will be stored for at least six (6) years after the student leaves Creighton University and will then be shredded.**

The investigation will include but may not be limited to, a combination of the following required screenings for every state and county of residence:

- County Criminal Record Search
- Alias Name Search
- Found Wants and Warrants
- Found Protection Orders
- Residential History Search
- Social Security Number Search
- Abuse Registry
- Sex Offender Registry
- Office of the Inspector General (OIG) Cumulative Sanction Report
- General Services Administration (GSA) Excluded Parties Listing System

## **PROCEDURES:**

**Permission to Conduct the Investigation.** Permission to conduct this required background investigation will be obtained prior to initial course enrollment from either the individual or, if a minor, the parents/guardian of the individual admitted as an undergraduate or graduate School of Nursing student. Each person will have access to a copy of “Your Rights under the Fair Credit Reporting Act” at <http://www.verifiedcredentials.com/docs/form/Fair%20Credit%20Reporting%20Act.pdf>. The investigation will be conducted prior to beginning clinical practicum courses.

The following forms will be completed and obtained online (some forms will need to be printed from Verified Credentials site, completed by appropriate person, and then faxed to Verified Credentials) :

- All students will complete the “Disclosure and Authority to Release Information”.
- All students will complete the Nebraska Department of Health and Human Services Adult/Child Abuse Protective Services Central Registries’ "Release of Information" form.
- If you are under the age of 19, the “Parents Acknowledgment and Authorization Form” is required prior to ordering your background check report.

**Outcome of the Background Investigation.** (Note: The outside vendor conducting the background investigation is not responsible for eligibility decisions.)

*If the background investigation results indicate adverse information:*

- 1) The School of Nursing Associate Dean for Student Affairs (or representative) will notify the admitted student (or the admitted student’s parent/guardian), within seven (7) business days via an “Adverse Letter of Notification”.
- 2) Within seven (7) days of the date of this written notice:
  - a. The student or parents of a minor student may contact the Associate Dean for Student Affairs to discuss the adverse information.
  - b. The student will provide a written explanation of the adverse information for the Admissions and Promotions (A&P) Committee.
  - c. The student may contest the results of the investigation. The parents and/or student must directly notify the vendor, *Verified Credentials*, to contest the results of the adverse information. Detailed contact information will be provided in the “Adverse Letter of Notification”.
  - d. ***Failure to complete any part of this process in the described time frame will automatically result in dismissal from all clinical courses and possibly from the School of Nursing.***
  - e. ***Until a final decision is made, the individual will not be allowed to participate in clinical practicum courses.***
- 3) If the student and/or parent contest the results of the investigation, the vendor, Verified Credentials, is required to re-investigate the disputed information within ten (10) business days from the date of the student’s dispute of the report. The re-investigation report will be sent to the Associate Dean for Student Affairs.
- 4) A determination will be made regarding the student’s eligibility for clinical course participation by the School of Nursing A&P Committee at the next regularly scheduled meeting or within thirty (30) days from the receipt of the student’s written explanation the investigation and the results of the re-investigation report if the student contests the results.
  - a. The School of Nursing Associate Dean for Student Affairs, in preparation for the A&P committee meeting, will consult with designated consultants to review the adverse results. The panel of consultants will consist of, but not limited to, the following individuals:

- i. Representative of the General Counsel's Office
    - ii. Representative of the Human Resources Department
    - iii. University Privacy Officer
    - iv. School of Nursing Chair of the program (Traditional, ANC, LEAP, Graduate) to which the student has been admitted.
  - b. Consideration will be given to:
    - Number of convictions;
    - Nature, seriousness and date(s) of occurrence of the violation(s);
    - Rehabilitation;
    - Relevance of the crime committed relative to nursing profession standards;
    - State or federal requirements relative to the nursing profession;
    - All known information regarding the student, including the written explanation;
    - Any other evidence demonstrating an ability to perform clinical and academic expectations competently and free from posing a threat to the health and safety of others.
  - c. The A&P Committee will review the written explanation of the adverse information and advice of the consultants. The student/parent will not be allowed to be present at the proceedings.
- 5) Following deliberation of the A&P Committee, the School of Nursing Associate Dean for Student Affairs will notify the student of the outcome in writing within three (3) business days.

**NOTE:** Any identified misrepresentation, falsification, or material omission of information from the application discovered during the acceptance process and deliberation of clinical course eligibility may result in exclusion of the student from continued clinical participation or immediate dismissal.

**ADMINISTRATION AND INTERPRETATIONS:** Questions about this policy and procedure may be directed to the Associate Dean for Student Affairs, Dr. Linda Lazure phone: 402-280-2014 or email: llazure@creighton.edu. In addition, the General Counsel's Office or Compliance Officer for the Health Sciences may be consulted.

**AMENDMENTS OR TERMINATION OF THIS POLICY:** Creighton University School of Nursing reserves the right to modify, amend, or terminate this policy at any time.

May 5, 2005

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