

# BACKGROUND CHECKS DISCLOSURE STATEMENTS POLICY

## UNIVERSITY OF NEBRASKA MEDICAL CENTER COLLEGE OF NURSING

### Background Checks Disclosure Statements

Subsection: 5.1.13

Section 5.0 - Student Policies

Originating Date: May 2006

Responsible Reviewing Agency:

Revised: September 2008

Undergraduate Admission,

Revised: February 2009

Progression, Graduation &

Reviewed: October 2012

Scholarship/Grant Committee

Revised: March 2017

PhD Affairs Council

(administrative)

Professional Graduate Nursing

Affairs Committee

Final Approving Agency:

General Faculty Organization

### Policy

Nurses are held to high professional standards that require the exercise of sound judgment and ethical behavior. Therefore the University of Nebraska Medical Center, College of Nursing requires background checks on all newly admitted students and annual disclosure statements on all currently enrolled students. Background checks are required by affiliating agencies and may be a condition to be a candidate for state licensure.

- All UNMC students, including the College of Nursing students submit a disclosure statement as part of the admission process. Applicants to the undergraduate nursing program must also submit and complete a background check by the vendor chosen by UNMC or the College of Nursing as a condition of admission.
- Applicants must complete the required background check following the offer of admission but prior to enrollment. Admission may be denied or rescinded based on a review of the background check and disclosure statement.
- Students who refuse to submit to a background check will not be admitted or progressed.
- A background check or disclosure statement revealing criminal activity including but not limited to assault, theft or illegal drug/alcohol activity will be submitted to the office of the Director of the Undergraduate Program and/or Division Assistant Dean for review. The Director or Division Assistant Dean may request that the applicant submit additional information relating to the criminal activity such as a written explanation, court documents and police reports. The Undergraduate Admission, Progression, Graduation, Scholarship/Grant Committee will then review all the information and determine whether the offer of admission or progression should be withdrawn.
- The committee decisions are final and cannot be appealed.
- A background check will be honored for the duration of enrollment if the student is continuously enrolled. A student who has a break in enrollment of at least two semesters in the approved curriculum

of the certificate or degree program is required to complete a new background check.

- Students will be required to update the disclosure form yearly. The student must report any new convictions involving criminal activity, including but not limited to theft, assault and illegal drug/alcohol activity other than minor traffic violations which could interfere with clinical placements or obtaining a licensure to practice nursing. The student must also report if they have been a defendant in a civil suit. Involvement in criminal activity that occurs or is discovered while a student is in attendance at the University of Nebraska Medical Center, College of Nursing may result in disciplinary action, including dismissal and will be addressed through the university's academic or disciplinary policies.
- Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the program.
- Background check reports and other submitted information are confidential and may only be reviewed by University of Nebraska Medical Center officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA). Student background check reports, disclosure statements and other submitted student information will be maintained in the office of the Director of the Undergraduate Program and/or Division Assistant Dean.

### Review Procedure

In reviewing the background check reports, disclosure statements and any information submitted, the committee may consider the following factors in making its determinations: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student in the application materials, disclosure forms or other materials. The committee should bear in mind both the safety interests of the patient and the workplace, as well as the educational interest of the student. In reviewing background checks and supplementary information, advice may be obtained from University counsel or other appropriate advisors.