

# BACKGROUND CHECK POLICY

## Policy Scope

This policy applies to all UNMC students. A student who has a break in enrollment of at least two semesters in the approved curriculum of the certificate or degree program may be required to complete a new background check at the discretion of the college and institute administration. The UNMC considers a student on leave of absence to be in continuous enrollment.

## Policy

UNMC requires background checks on all newly admitted students. Students may need to submit to additional and/or repeated background checks depending on college, program, and clinical placement requirements. Students who refuse to submit to a required background check will not be admitted or progressed. Colleges and institutes reserve the right to rescind an offer of admission or progression or to place monitoring requirements on any individual whose background investigation reveals a history of conduct that:

- is reasonably determined to increase the risk of harm to patients or individuals on UNMC premises; or
- was not accurately disclosed in response to a direct question regarding criminal history on any application for admission in connection with the program; or
- is inconsistent with the high standard of ethical conduct required of all members of the academic community; or
- is otherwise unbecoming a member of the academic community or would preclude completion of required educational activities.

## Procedure

### Required Background Check Searches

1. Social Security Number Verification
2. Maiden and AKA Name Search
3. Positive Identification National Locator with previous address
4. Criminal History Investigation
5. National Wants & Warrants Submission
6. National Sex Offender Registry
7. Sexual Offender Registry/Predator Registry
8. Adult and Child Abuse Registry
9. Sanction Check- National Healthcare Data Bank (NHDB)
10. Officer of Inspector General Sanctions
11. Excluded Parties Listing System

### Review of Background Checks

Colleges and institutes have the discretion to determine what constitutes an adverse finding in the background check that may result in denial of admission or dismissal from the program. If a determination of an adverse finding is made, the college or institute will have the discretion

to design a process to determine if such an adverse finding will result in denial of admission or dismissal from the college or institute.

### Identification of Vendors

All background checks will be performed by vendors approved by individual UNMC colleges and institutes.

### Allocation of Cost

Accepted applicants and enrolled students must pay the costs associated with procuring a background check.

### Additional/Subsequent Criminal and Civil Matters

The student must report to the college or institute within 30 days any new charges against them 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 professional licensure. The student must also report if they have been a defendant in a civil suit. When this occurs or is discovered while a student is in attendance at UNMC, disciplinary action may be taken, including dismissal and will be addressed through the university's academic or disciplinary policies.

### Failure to Submit to a Background Check

Any student who fails to adhere to the background check deadline set by their college/program may be suspended from all classes, rotations, or practicums until clearance documentation is provided in accordance with respective college/program procedures.

### Falsification of Information

Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the student's program and may be addressed through the university's academic or disciplinary policies.

### Background Check Record Maintenance

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 and other submitted student information will be maintained in the office of the college or maintained electronically. Records will be maintained according to state statute requirements.

**Policy Process Applied:** Interim

**Responsible Officer:** Senior Vice Chancellor for Academic Affairs

**Date Approved by Responsible Officer:** 1/19/2023

**Date Approved by Education Council Policy Subcommittee:** 12/19/2022

**Date Approved by Education Council:** 1/19/2023

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**Policy Expiration Date:** 1/19/2024

**Review Cycle:** One Year Interim