

Criminal Background Checks and Drug Screening for Students

Subject: Criminal Background Checks and Drug Screening for Students

Effective Date: 8/2005

Scope: Accepted applicants and all current Cizik School of Nursing students

Date Reviewed/Revised: 01/2024

Next Scheduled Review Date: 12/2025

Responsible Office:
Cizik School of Nursing Student Affairs Office

Responsible Executive: Dean, Cizik School of Nursing

I. POLICY AND GENERAL STATEMENT

Security screening, including criminal background checks and drug screenings, is a requirement for enrollment in Cizik School of Nursing. Students will be screened following admission but prior to enrollment. The Cizik School of Nursing will designate the company(ies) approved to do the criminal background check and drug screening. Results from any company other than the company(ies) designated will not be accepted.

Accepted applicants who do not consent to a criminal background check and/or drug screening will be removed from the accepted student list.

II. DEFINITIONS

- A. Break in enrollment: Not being enrolled as a currently active student

III. PROCEDURE

A. Payment Responsibility

- a. The student will pay all costs of the criminal background check and the drug screening.
- b. In addition, if a clinical agency also requires drug screening, the student must consent to such screening and pay the cost for testing.
- c. Students who do not consent to the additional required drug screening will be barred from clinical participation and may be subject to dismissal.
- d. The student will pay all costs for testing and is solely responsible for providing all information necessary to complete the criminal background check and drug screen.

B. Background Check

- a. Criminal background checks should be valid for the duration of the student's enrollment in the program if the student has not had a break in enrollment.
- b. A student who has had a break in enrollment for two or more terms will be required to have another background check and drug screen.
- c. Enrolled students are required to disclose to the Vice Dean for Academic Affairs within 5 days of occurrence any arrest(s) for and/or any criminal charges of any misdemeanor or felony offenses and/or any misdemeanor or felony convictions and/or deferrals of adjudication, "pre-trial diversion", or probation or other referral to

community supervision (other than minor (Class C) traffic violations) and whether they are registered or will be required to register as a sex offender.

- i. Nondisclosure or falsification of this required information may be grounds for dismissal from the Cizik School of Nursing.

C. Significant Findings in Criminal Background Checks

- a. Applicants accepted for admission who have significant findings in their background check will have their case referred to a review panel appointed by the Cizik School of Nursing. In such circumstances, applicants shall be informed that the vendor was not involved in any decision adverse to the student, will be informed how to contact the vendor, and shall have the opportunity to challenge the accuracy or completeness of the report with the vendor.
- b. Applicants accepted for admission who have significant findings on their background check will be referred to the Texas Board of Nursing to obtain a declaratory order.
 - i. The admitted student may be allowed to enroll when official documentation is received from the Texas Board of Nursing confirming eligibility to sit for the NCLEX-RN or for continuing licensure.
 - ii. Enrollment may be deferred for up to one year while the matter is resolved.
- c. If the Texas Board of Nursing denies eligibility to sit for the NCLEX-RN or for continuing licensure, or if the matter is not resolved within a year, the accepted student will be removed from the accepted student list. A new application for admission will be considered if the Texas Board of Nursing ruling is reversed in the future.

D. Findings in Drug Screening

- a. Applicants accepted for admission who have a positive finding on the drug screen will not be allowed to enroll.
- b. If a currently enrolled student has a positive drug screen, they will not be allowed to participate in the clinical component of the course at the assigned clinical agency or any other clinical agency. The student will be required to withdraw passing from all courses (didactic and clinical) and an enrollment hold will be placed on the student's record.
 - For information about substance abuse and impaired nurse/nursing students refer to The University of Texas Health Science Center at Houston Handbook of Operating Procedures ("HOOP") Policy 173, Substance Abuse and Policy 163, Fitness for Participation (Students).

E. Recordkeeping

- a. All background checks and drug screening reports are considered confidential and are accessible only to authorized persons in accordance with state and federal law. Criminal background and drug screening reports will be filed in the appropriate Student Affairs Office for the duration of the student's enrollment or until the applicant is removed from the accepted student list.

IV. CONTACTS

List the phone number and email/web address of the office and/or person who is the subject matter expert on this policy and can answer questions regarding application and interpretation of the policy.

Contact	Telephone	Email/Web Address
Cizik School of Nursing Student Affairs Office	713-500-2025	soninfo@uth.tmc.edu