

POLICY G2 Background Screening & Criminal Charge Disclosure

Policy Name: Background Screening & Criminal Charge Disclosure
Policy Category & Number: G2
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: March 4, 2022
Version: 2.0
Policy Status: Approved

I. Policy:

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to inform students that background screening is common practice in healthcare settings and is required by clinical education sites utilized by the School.

II. Purpose:

The purpose of this policy is to establish a uniform method for background screening on initial contingency acceptance into SOMI.

III. Scope:

This policy applies to all applicants and enrolled students at SOMI.

IV. Policy Details:

Initial Admission Screening

All conditionally accepted applicants for Bon Secours St. Mary's Hospital School of Medical Imaging Radiologic Technology Program will be required to undergo screening, which includes: Criminal Background Check, Child Protective Services, and Nationwide Sex Offender Public Registry Search. The rationale for this requirement includes fostering patient safety and increasing public trust in the healthcare profession.

Applicants with offenses are required to complete the American Registry of Radiologic Technologists (ARRT) pre-approval process prior to applying to the School. This process is conducted by the ARRT and is fee based. A copy of the ARRT approval must be submitted at the time of application. Information about pre-approval can be obtained by visiting the ARRT website at www.arrt.org. Questionable offenses, regardless of how long ago they were

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committed, must also be cleared by the ARRT prior to completing the application process. Dismissed charges that required action must be reported as well.

Documentation of approval through the ARRT ethics committee must be submitted with application. Failure to receive approval from the ARRT prior to submitting an application packet will result in immediate halt of the admission process.

All Screenings

Information obtained through a criminal background check will be treated by the School as confidential. Students are required to report any offenses that occur while enrolled in the school to a school official and to the ARRT Ethics Committee for approval to continue in the program.

V. Definitions:

None

VI. Attachments:

N/A

VII. Related Policies:

G29 – Admissions (AAS or Certificate)

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	5/5/2020	New Template & Revisions	Dean
2.0	3/4/2022	Revisions	Dean

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