

**Thomas Edison State University
W. Cary Edwards School of Nursing**

**POLICY FOR CRIMINAL BACKGROUND SCREENING AND SUBMISSION OF PROFESSIONAL
LIABILITY INSURANCE FOR MASTER OF SCIENCE IN NURSING AND CERTIFICATE STUDENTS**

Policy

Students must be in compliance with state and institutional requirements for criminal background check and/or child abuse background check prior to registering for the practicum courses in the MSN degree and Certificate programs. All students in the MSN degree program must also meet requirements for current licensure and professional liability insurance for the practicum courses.

The W. Cary Edwards School of Nursing at Thomas Edison State University expects all students to adhere to policies which pertain to criminal background checks and professional liability insurance at any healthcare facility used by students for the practicum courses.

Purpose

The sites selected by students in the School of Nursing at Thomas Edison State University for their practicum courses may require the same background pre-screening that they require for their employees before agreeing to accept students from this School for a practicum experience. The rationale for this requirement for students completing practicum requirements is based on the concept of due diligence and competency assessment of all individuals whose period of affiliation with the institution brings them in contact with patients and employees. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management.

Timing

All background checks will be conducted as a condition of registering for the final practicum courses in the MSN degree and Certificate programs. Verification that the background check was completed must be received from the designated company 12 (twelve) weeks **prior** to the start of the practicum courses. The results of the screening will be accepted for the duration of the student's enrollment in the nursing program if the participating student has not had a break in enrollment in the nursing program and if the student has had no convictions while enrolled.

The School of Nursing will designate the company that students in the School will use to do the background screening. Criminal background checks must include a person's criminal history for seven years prior to the date of application. The School of Nursing will not accept background screening results from any company other than the one designated. The student will pay all costs of the screening as required by the company designated to conduct the screening. Failure by the student to have the background screening conducted according to policy and in a timely manner will result in the student not being permitted to register for the practicum course.

Students may choose the company used to obtain professional liability insurance. This company must insure the student as a licensed professional in the amount of \$1,000,000 for each claim and \$3,000,000.00 in the aggregate. The student must obtain this insurance in the state in which they will be completing their practicum. All costs associated with obtaining professional liability insurance must be covered by the student.

Process

- Criminal background checks for students in the W. Cary Edwards School of Nursing at Thomas Edison State University will be performed by an external vendor who, when warranted, will also review the student's criminal history.
- Information on the vendor to be used for the background check will be provided to students on the University web site and in the graduate nursing courses.
- The student must access the vendor selected by the School of Nursing, following instructions on submitting documents, at least (12) twelve weeks prior to the start of the practicum course.

- The student must submit a current certificate of professional liability insurance in the amount of \$1,000,000.00 for each claim and \$3,000,000.00 in the aggregate at least
- (12) twelve weeks prior to the start of the practicum(s) to the vendor selected by the School of Nursing .
- If a positive criminal background check is found, the Dean or Associate Dean will seek legal counsel regarding the disposition.
- The Dean and Associate Dean will notify the graduate nursing advisor of the positive background check.

Components of Criminal Background Check

SERVICE	BRIEF DESCRIPTION
Unlimited County Criminal History Record Search	Includes records from the countrywide repository for the most updated, accurate information. Records will be provided for at least the last 7 years or as far back as the courts allow.
Social Security Number Trace	Includes year, date of birth, residency history, alia/maiden names and state issued.
Residential History Check	The results include the applicant’s current and previous addresses, counties, and the date range for all addresses.
Nationwide Sex Offender Registry	The Search covers all 50 States.
Professional License Verification	Confirms the status of the applicant’s license and reveals any disciplinary actions.
Office of the Inspector General (OIG) Sanction Report	Searches the database of names and organizations that have violated Medicare and Medicaid programs. Exclusions also consist of convictions for program related fraud, patient abuse, default on health education assisted loans, and licensing board actions.
General Services Administration (GSA) Excluded Parties List	Searches through names of individuals and entities excluded from federal programming, funding, and contracts.
Food and Drug Administration (FDA) Debarment List	The Food and Drug Administration Debarment list confirms that applicants have never been disciplined or sanctioned by the FDA for inappropriate use, consumption, manufacturing, or distribution of consumable goods such as food, medication, and cosmetics.
Office of Foreign Asset Control (OFAC) Terrorist List	Global Sanctions and Enforcement Check is completed directly through the U.S. Department of Treasury’s Office of Foreign Asset Control. The OFAC complies with the U.S. Patriot Act which requires employers to determine whether the individual/business is performing suspicious activities with known terrorist organizations.
Office of Research Integrity	Searches for research misconduct in biomedical and behavioral research or research training supported by the Public Health Service.
HHS Office of Inspector General Exclusion List	Searches for violations of Medicare/Medicaid programs. Exclusions consist of convictions for program related fraud, patient abuse, default on health education assisted loans, and licensing board actions.

Compliance and Record Keeping

- The vendor will notify the Dean of the School of Nursing at Thomas Edison State University of any individual who fails a criminal background check. The Dean and Associate Dean will have access to criminal background check results.
- If the student desires, he/she will also be notified of the results of the criminal background check.
- Verification information will be secured on the vendor web site to ensure confidentiality.
- In the event that the student feels that an error has been made in the results of the criminal background check, it is the responsibility of the student to contact the external vendor for a verification check and the student is responsible for any cost associated with this check. Other than error relative to identify, there will be no appeal of this policy.