



**ST. JOSEPH'S COLLEGE OF NURSING at
St. Joseph's Hospital Health Center Syracuse,
New York**

SJCON POLICY: STUDENT BACKGROUND CHECK POLICY

PURPOSE:


St. Joseph's College of Nursing's enrollment requirements include submission of a background check for all accepted students through CastleBranch using the designated Package Code provided through the enrollment process. To ensure the safety and well-being of all patients, background checks are a standard practice for working in healthcare. Student placement in a clinical site/agency assumes that the person possesses good moral character and the ability to successfully pass the rigor of a background investigation and background check. Therefore, it is required that all enrolled students obtain a background check prior to beginning clinical practice.

- All students selected for admission will be enrolled conditionally until background check results are reviewed. The student is responsible for the cost of the background check. Results of the background check will be made available to the student and an administrator at St. Joseph's College of Nursing. All background checks will be treated as confidential.
- A student who refuses to obtain a background check or does not obtain a required background check by the published deadline set forth by the College will not be eligible to enroll. This student will be deregistered with no opportunity to re-apply or defer enrollment.
- If convicted of a crime, it is the student's responsibility to determine if their background will prohibit licensure and employment in the healthcare industry. St. Joseph's College of Nursing administration and faculty are not able to provide legal advice. If a student has questions or concerns about their background, the student may contact legal counsel before enrolling in a nursing program.
- If a background check is negative (no incidences displayed), the summary page of report is accessible by college administration through Castlebranch.
- If a background check is positive, an administrative review process is initiated. The student will be requested to validate and explain the results. The Administration will review the need for further information. If the incident is deemed to be of no concern by administration, the student will be allowed to enroll.

In making the decision to disqualify a candidate, administration, along with appropriate consultation will consider the following:

- The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have to become a matriculated student when considering the essential functions and technical standards required of students in the program.
 - The time which has elapsed since the occurrence of the criminal offense or offenses.
 - The age of the person at the time of the occurrence of the criminal offense or offenses.
 - The seriousness of the offense or offenses.
 - Any information produced by the person, or produced on their behalf, in regard to their rehabilitation and good conduct.
 - The legitimate interest of St. Joseph's Hospital in protecting property, and the safety and welfare of our patient's, visitors, and staff.
- Administration will make a final decision for admission that cannot be appealed.

DOCUMENT CONTROL TRACKING FILE

Title: Student Background Check Policy	
Document Owner: Dean of SJCON	
Reviewed by the following:	
Deans Advisory	Date: 5/18 7/19 11/20 6/23
SJH Legal	Date: 11/20
Faculty Council	Date: 12/20
Administration	Date: 6/25
Administrative Approvals:	
	
Andrew Wolf, EdD, RN, AGACNP-BC, Dean	
Additional Approvals:	
Revisions:	
4/19 Policy placed online	
7/19 no revisions	
12/20: added criminal in the title; editorial changes; added clarity to review process	
6/23: Removed criminal, revised pronouns, removed that there was a review committee and added Administration,	
6/25: Changed location of negative student background report from student file to accessible to administration through Castlebranch	
References:	
Original Date:	Reviewed/Revision Dates: 7/19, 11/20, 6/23, 6/25

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ALL POLICIES & GUIDELINES LOCATED ON SJCON SHAREPOINT

<https://mytrinityhealth.sharepoint.com/sites/sjcon>