

## **BACKGROUND/DRUG SCREEN CHECKS – PROCEDURES**

**Preliminary Information:** The Allied Health Programs at Orange Coast College have been required by healthcare institutions to administer background/drug screen checks before students are placed at a clinical training site. Many healthcare institutions have also been requiring that the district and campuses have “student background/drug screen check” provisions within the clinical affiliation agreements that the parties enter into for the placement of these students.

The Coast Community College District and its Campuses have adopted the TJC (The Joint Commission, formerly known as JCAHO, Joint Commission on Accreditation of Healthcare Organizations) requirements for background/drug screen checks for students, consistent with clinical training site requirements for their accreditation processes. Additional information about TJC requirements may be found at <http://www.jointcommission.org/>.

All students are required to complete and submit pre-clinical background/drug screen checks. The background checks will minimally include the following:

- Social Security Number
- Seven years’ history - County Criminal Records
- Address verification - Residency History Search
- Sex offender database search - Nationwide Sexual Offender Registry
- Three county felony criminal history
- Nationwide Healthcare Fraud & Abuse Registry (Office of Inspector General (OIG)/General Services Administration (GSA))

***Students will be unable to attend clinical facilities for the following convictions:***

Murder

Felony assault

Sexual offenses/sexual assault

Felony possession and furnishing (without certificate of rehabilitation)

Felony drug and alcohol offenses (without certificate of rehabilitation)

Other felonies involving weapons and/or violent crimes

Class B and Class A misdemeanor theft

Felony theft

Fraud

The drug checks will minimally include the following:

- Cannabinoids (i.e. marijuana)
- cocaine
- opiates
- Phencyclidine
- amphetamines
- benzodiazepines
- barbiturates
- methaqualone
- propoxyphene
- methadone

The background/drug screen checks will be performed by a service approved by the District and must be completed prior to beginning the first clinical rotation. Student understands that the background checks clearance will be provided to the clinical sites before patient care or clinical work commences. The procedures for such background/drug screen checks are set forth in the District's written "Background/Drug Screen Checks Procedure" which will be provided upon request.

#### **PROCEDURE**

Once a student is accepted into a program, an email letter will be sent indicating the requirement and process for obtaining a background/drug screen check. The current service adopted to do the checks is [www.Castlebranch.com](http://www.Castlebranch.com). The background/drug screen check results issued by the company conducting the checks will be submitted directly to the Dean. The Dean will review in confidence the information submitted prior to the placement of any student at a clinical training site.

**Qualifying Criminal Background/Drug Results:** If the background/drug screen check produces no record which would prohibit the student from participating in clinical rotations, the students shall be cleared to be placed in their clinical rotations during their entire program (for a period of up to two years). A confidential file on each student shall be kept in the Dean's control until the student graduates from the program.

**Disqualifying Criminal Background/Drug Results:** Should a criminal background/drug screen check on a student disclose any of the items above, the Dean will advise the student that their record is not clear. The student will then be responsible for obtaining documents and having the record corrected to clear it. After these efforts have been completed, the student will submit a new background certificate to the Dean for consideration. The student must follow this process if they wish to proceed with admission into clinical training at a clinical site.

*If it is not possible to seek remedies for background issues, the student will be unable to attend clinical rotations. Clinical rotations are a mandatory part of the Allied Health Professions education; therefore the student will be ineligible to continue.*

#### **The following student criminal background/drug results will prompt a disqualification from clinical placement:**

1. Registered Sex Offenders history
2. Felony Convictions
3. Felony deferred adjudications involving crimes against persons (physical or sexual abuse)
4. Misdemeanor convictions that would generally prohibit employment by the clinical site
5. Any positive drug test not cleared by a medical physician.

**Appeal Processes:** Certain student criminal histories and/or drug test results will preliminarily disqualify (see above) an individual student from consideration for a clinical rotation. The process for appeal and the Request for Appeal Form can be obtained in the Allied Health Division Office.

#### **NOTE:**

Students under 18 years of age are exempt from this Background/drug check requirement. Additional guidelines will be incorporated as they become available.