

Thomas Edison State University

W. Cary Edwards School of Nursing

POLICY FOR CRIMINAL BACKGROUND SCREENING. SUBMISSION OF STUDENT NURSE LIABILITY INSURANCE, DRUG SCREENING, AND IMMUNIZATIONS FOR ACCELERATED 2ND DEGREE BSN STUDENTS

Policy

Students must be in compliance with state and institutional requirements for criminal background check and/or child abuse background check prior to attending clinical experiences for Accelerated 2nd Degree BSN (BSNA) courses. All students in the BSNA degree program must also meet requirements for student nurse liability insurance.

Purpose

The clinical sites used by students in the BSNA Program may require the same background pre-screening that they require for their employees before agreeing to accept students from Thomas Edison State University for clinical experience. The rationale for this requirement for students 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 prior to students entering clinical sites. Verification of background check completion must be received from the designated company prior to entrance into the clinical site. 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's expulsion from the course.

Students may choose the company used to obtain student nurse liability insurance. This company must insure the student in the amount of \$1,000,000.00 for each claim and \$3,000,000.00 in the aggregate. The student must obtain this insurance in the state of New Jersey. All costs associated with obtaining student nurse 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 website and in the nursing courses.
- The student must access the vendor selected by the School of Nursing, following instructions on submitting documents.
- The student must submit a current certificate of student nurse liability insurance in the amount of \$1,000,000.00 for each claim and \$3,000,000.00 in the aggregate at least.
- If a positive criminal background check is found, the Dean or Assistant Dean will seek legal counsel regarding the disposition.
- The Dean and Assistant Dean will notify the nursing adviser of the positive background check.

Components of Criminal Background Check

SERVICE	BRIEF DESCRIPTION
Unlimited County Criminal History Record	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.
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 exclude 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 required 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 support 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 Assistant 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 website 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.

Drug Testing

As stated in the Accelerated 2nd Degree BSN Student Handbook, a student will not be permitted to progress into nursing courses unless the student’s comprehensive drug screen is negative. Drug testing is done according to protocol outlined on the American Databank website, www.tesunursingbackground.com . Should the student have any questions or concerns, he/she can contact American Databank at (800) 200-0853 or via email at support@americandatabank.com

Health Requirements

Documents of the requirements includes the completion of a physical examination and health history dated after September 1 but before October 1 for the October Cohort or dated after March 1st, but before April 1st for the April Cohort. The physical exam and health history form will be provided by the student’s practitioner. The health care provider must provide a written statement that the student **is fit for clinical practice**. Receipt of a Tetanus-Diphtheria booster or documentation of date of booster shot within the last ten years must be included on the health history form.

Laboratory report of a positive blood titer, or evidence of Hepatitis B Series in progress must be provided. The Hepatitis B vaccine is a safe and effective 3-shot series that protects against the hepatitis B virus. The recommended schedule for the hepatitis B vaccine is to receive the first shot, followed in one month by the second shot. Six months following the first shot, you should receive your third and final shot of the series.

Laboratory report of a positive blood titer within the last 12 months must be provided for Measles, Mumps, Rubella, and Chicken Pox/Varicella.

A two-step PPD skin test needs to be performed after September 1 but before October 1 for students in the October Cohort or dated after March 1st, but before April 1st for the April Cohort. Any student who has a positive PPD skin test, has previously taken BCG or is allergic to the tuberculin vaccine must have a chest X-ray. The chest X-ray must be completed after September 1 but before October 1. Any student with a positive chest X-ray can only participate in clinical experiences if they provide documentation from their health care provider stating the student is not contagious for tuberculosis.

Students must provide proof of Flu Shot dated after September 1 but before October 1 for students in the October Cohort or dated after March 1st, but before April 1st for the April Cohort.

Students must provide a copy of their current health insurance card valid through the end of the program.

Students must provide a copy of their current student nurse malpractice insurance to the Assistant Dean. Malpractice insurance options will be discussed at Orientation.

Students must provide a copy of their American Heart Association or American Red Cross CPR for **Healthcare Providers** (BLS) CPR certification valid through the end of the program.

If you have questions or concerns regarding these policies, please contact Assistant Dean Julie Kulak at jkulak@tesu.edu. If you have questions or concerns regarding the American Databank website, please contact American Databank at (800) 200-0853 or support@americandatabank.com