TITLE: NURSING STUDENT BACKGROUND CHECKS

POLICY: The College of Nursing requires background checks for all students applying to the undergraduate and graduate nursing degree programs and annually thereafter. Background checks are done at the student’s expense. Students with discrepancies or self-reported disclosures on their background checks will be evaluated individually by the appropriate Associate Dean, in consultation with the Dean, to determine whether they will be admitted to the respective degree program. In the case of undergraduate students, the respective Campus Directors will also be consulted. If a student has been convicted of any violation of the law that was not revealed as a discrepancy or self-disclosure on his/her background check, the student has the responsibility to report such violations, and any subsequent violations, to the appropriate Associate Dean for review. Failure to report such convictions may be grounds for dismissal from the College of Nursing.

RATIONALE: To promote patient safety and decrease institutional liability.

Reviewed/Approved by:

Level I: Executive Council (November 2014)
Level II: Dean (Feb 2015)
Procedure #A-36

Traditional BSN option Fall Applicant (August 1st)

I. Fall applicants:
   a. Application is due by August 1st each year
   b. Start Upper Division (J1) the following Fall
   c. Start Sophomore NRSG courses Spring semester before J1

1. Initial *Back Ground Check* is completed by August 1st when the application is due and is used to begin NRSG 225 clinicals the next Spring semester.
   a. The College of Nursing utilizes CastleBranch® for all *Background checks*, urine drug screens, immunization tracking, CPR verification, and E-learning compliance training
   b. Students must create a CastleBranch® Account before turning in their applications.
   c. *Background checks*, urine drug screens, CPR verification, and E-learning must be completed at application deadline
   d. All Immunization status must be uploaded at application deadline
      • Hepatitis B may be in process
      • TB 2 step may be in process

2. 2nd *Back Ground Check* is completed by August 1st and is used to begin J1 clinicals in the Fall.

3. 3rd *Back Ground Check* is completed by August 1st and is used to begin S1 clinicals in the Fall.

Traditional BSN option Spring Applicant (January 2nd)

II. Spring applicants:
   a. Application is due by January 2nd each year
   b. Start Upper Division (J1) the following Spring
   c. Start Sophomore NRSG courses Fall semester before J1

1. Initial *Back Ground Check* is completed by January 2nd when the application is due and is used to begin NRSG 225 clinicals the next Fall semester.
   a. The College of Nursing utilizes CastleBranch® for all *Back Ground Check*, urine drug screens, immunization tracking, CPR verification, and E-learning compliance training
   b. Students must create a CastleBranch® Account before turning in their applications.
   c. *Back Ground Check*, urine drug screens, CPR verification, and E-learning must be completed at application deadline
   d. All Immunization status must be uploaded at application deadline
      • Hepatitis B may be in process
      • TB 2 step may be in process
2. **2nd Background Check** is completed by January 2\textsuperscript{nd} and is used to begin J1 clinicals in the Spring.

3. **3rd Background Check** is completed by January 2\textsuperscript{nd} and is used to begin S1 clinicals in the Spring.

All students in the Traditional BSN option will complete a total of **3 Background Checks** & urine drug screens.

**ACCELERATED OPTION BSN (ABSN)**

III. Annual (Fall) Application:
   a. **Application is due by October 15\textsuperscript{th} each year**
   b. Start the Sophomore Nursing courses the following May
   c. Start Upper Division in the Fall following the first block of summer course work

1. Initial **Background Check** is completed by October 15\textsuperscript{th} when the application is due and is used to begin clinical and lab the next May at program start
   a. The College of Nursing utilizes CastleBranch® for all **Background Checks**, urine drug screens, immunization tracking, CPR verification, and E-learning compliance training
   b. Students must create a CastleBranch® Account before turning in their applications.
   c. **Background Check**, urine drug screens, CPR verification, E-learning must be completed at application deadline
   d. All immunization status must be uploaded at application deadline
      • Hepatitis B may be in process
      • TB 2 step may be in process

2. **2nd Background Check** is completed by October 15\textsuperscript{th} and is used for continuing clinical compliance through graduation the following August.

All students in the Accelerated BSN option will complete a total of **2 Background Checks** & urine drug screens.
1. Initial Background Check is due with your application
   a. The College of Nursing utilizes CastleBranch® for all Background Checks, urine drug screens, immunization tracking, E-learning compliance training, and CPR and RN-licensure tracking
   b. Students must create a CastleBranch® Account in order to begin the compliance screening process
   c. All Immunization status must be uploaded at application deadline
      • Hepatitis B may be in process
      • TB 2 step may be in process

2. Continuing graduate students will receive direction from the graduate program coordinator regarding annual compliance due dates