



## **Maryland Hospital Association Student Background Check Program Overview**

### **Roles/Responsibilities**

Schools – Administrative

Hospitals – Standard Setting and Application

### **Hospital Standards for Scope of Criminal Background Checks**

A. Hospital facility standards

B. Other searches including but not exclusive to the following:

1. Persons on the Sex Offenders Registry
2. Persons listed on the Office of Inspector General's (OIG) list of excluded individuals
3. Encumbered, suspended or revoked license in a health related field

### **Costs**

1. **Students:** are responsible for costs associated with background checks
2. **Faculty:** costs will be paid by school

### **Timing/Frequency**

#### **STUDENTS**

1. Completed within 90 days prior to enrollment in the health care program or no less than 21 days prior to the start of initial clinical placement.
2. One time background checks which will be archived by the background agency. Results will be available for other clinical placements during the student's continuous enrollment in the health care program with authorization from the student.
3. Background information will be archived for up to seven (7) years from the last date of clinical rotation by the primary source verification agency

#### **FACULTY**

1. Will submit to background check if it is a requirement of the hospital they will attend
2. Completed within 90 days of initial clinical program placement
3. Conducted once during the faculty member's continuous employment with the school.
4. Results will be maintained by the vendor and the school and will be available through the school upon request
5. Background check information will be maintained with faculty records

6. Faculty members employed by the requiring health care facility, with a background check on file at the hospital, will not be required to have an additional background check performed

## **Processes for Reporting Results**

### **Students**

1. School informs the student of criminal background requirements
2. The student fills out the application and authorizations (for the hospitals and school) requested through the selected vendor using the vendor's Web site. Vendor advises the student of the applicable rights associated with process for review or appeal
3. Vendor reports results of criminal background check to student. Vendor reports student results to hospital.
4. Hospital reviews record and applies its standard to determine student eligibility
5. Hospital will notify the vendor if the student is ineligible for placement
6. Vendor will notify the student, and school contact, if student is ineligible for placement
7. Based on student and school eligibility notification of an ineligible screening result, the school will not send the student to the hospital for the clinical program
8. Vendor agrees to archive results for seven (7) years and provide the full background report findings if needed for the hospital's survey or compliance audits

### **Faculty**

1. Inform all clinical faculty of the hospital requirement concerning criminal background checks
2. Faculty will fill out the application and authorizations (for the hospitals and the school) requested through the selected vendor
3. Background check will be archived by vendor and a copy will be maintained by the school.
4. Vendor advises the faculty member of their rights applicable to review or appeal

### **Vendor**

PRIME, an affiliate of the Maryland Hospital Association, has contracted with PreCheck (Vendor) to provide student and faculty criminal background checks consistent with the above policy and procedures. Hospitals are encouraged to refer schools to the program to facilitate implementation statewide. Contact Julie Foxworth at PreCheck, 866-402-9342 or [juliefoxworth@precheck.com](mailto:juliefoxworth@precheck.com) for more information or to register to participate.