

A Proposed James H. Quillen College of Medicine Criminal Background Investigation Policy

Rationale/Purpose

The James H. Quillen College of Medicine (the “College”) is committed to providing the public with well-trained physicians who possess the traits of high moral character and standards. The purpose of this policy is to help ensure a safe environment for patients, employees, fellow students, visitors, and the general public.

In Tennessee and nationally, due to both legislative and accreditation requirements, many schools, hospitals, childcare facilities, nursing homes and other facilities now require people working in their settings to submit to a Criminal Background Check (CBC). These institutions may also require medical students to complete a CBC before participating in any educational/patient care activities at their sites. In addition, many states require physicians to have CBCs for medical licensure.

Based on the expected student interaction with the public, which may include children or vulnerable adults, it is in the best interest of the College, our partner institutions, patients, and students for the College to make every effort to determine, at the outset, if our students pose a potential risk to our constituents. It is also necessary to determine if our students meet eligibility requirements to participate in training and patient care activities at affiliated health care institutions.

The College therefore, has determined that all students shall undergo a CBC as a condition of enrollment.

Policy

The College shall require a CBC on all conditionally accepted applicants prior to matriculation. This check shall be completed in a usual manner and through the resources of the AAMC. Enrollment at Quillen is contingent upon our satisfactory evaluation of the results of the CBC. Subsequent to the pre-matriculation CBC all accepted and enrolled students are required to disclose within five (5) working days of their occurrence, any criminal charges or events. Failure to notify the Associate Dean for Student Affairs of such events may result in immediate dismissal.

Information received through the CBC will be used by the College in making enrollment decisions and/or eligibility to continue in the curriculum.

If the CBC evaluation identifies issues that may preclude a student’s enrollment or participation in further academic activities, the case will be referred immediately to the Criminal Background Administrative Committee (“CBAC”) for evaluation and determination. The CBAC shall be comprised of the Executive Associate Dean for Academic Affairs, Executive Associate Dean for Clinical Affairs, and the Associate Dean

for Student Affairs who will be responsible for making recommendations to the Dean in all such matters.

Procedure

AMCAS Application

Applying students: The AMCAS application and Quillen supplemental includes inquiries about felony and misdemeanor convictions. Applicants or students who fail to answer these questions truthfully and completely shall be subject to the immediate termination of an application, dismissal from enrollment, or other disciplinary action as determined.

Criminal Background Check

Consent: For conditionally accepted applicants, a letter from the College indicating a conditional acceptance will include notice of the requirement that a CBC be completed prior to enrollment. The medical school application will include consent for the CBC. In order to successfully complete the CBC evaluations, additional information may be required of the applicant. The fee for the CBC may be included with the class reservation deposit should the University incur a fee for this service.

Conditionally accepted applicants are required to cooperate completely with the College, AAMC or other authorized/approved investigative agency in granting permission or authorization for the CBC to be completed in a timely manner.

Results

Information available through CBC: The CBC will include a record of all arrests and convictions. A listing of the information checked and evaluated in the CBC are at the end of this document and may change from time to time. If the check reveals information thought to be relevant to training for or the practice of the profession of medicine, the CBAC may require additional information from the applicant or student.

Confidentiality: All reasonable efforts will be made to ensure that results of CBCs are kept confidential.

Disposition: The Associate Dean of Student Affairs shall review all CBCs.

If adverse information deemed to be relevant to the applicant's suitability as a medical student or physician is obtained through the CBC, the Associate Dean of Student Affairs will notify the applicant in writing and will refer the report to the CBAC. The CBAC will evaluate all information relative to the finding and make a recommendation regarding the individual's suitability for acceptance. The recommendation will be forwarded to the Dean of the College of Medicine for a final decision.

Policy Changes/Termination

Reasonable efforts will be made to keep applicants and students informed of any changes in the policy. However, the College reserves the right, at its sole discretion, to amend, replace, and/or terminate this policy at any time.

The Quillen College of Medicine Criminal Background Investigation may include the following information:

Conviction and Conviction-Equivalent Adjudications can include, but are not limited to, the following criminal records dispositions:

- Accelerated Rehabilitative Disposition,
- Adjudication withheld,
- Alford plea,
- Appealed,
- Article 894,
- Bail/bond forfeiture,
- Conditional Discharge,
- Conditional Dismissal,
- Conditional Diversion,
- Conditional Release,
- Consolidated for judgment,
- Covered by pled to charge,
- Default judgment,
- Deferred Adjudication
- Deferred Sentence,
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- Fine/costs paid,
- First offender program,
- Guilty,
- No contest,
- Nolo contendere,
- Plea in abeyance,
- Plea in absentia,
- Pled guilty,
- Prayer for judgment,
- Probation
- Reduced,
- Supervision,
- Suspended execution of sentence,
- Suspended imposition of sentence,
- Work release program, and
Sunshine Law

These disposition types are often, but not always, considered conviction and conviction-equivalent adjudications. Provider makes no assurances that the criminal dispositions included above are in fact convictions and/or conviction equivalents. End-User will consult competent legal counsel in the foregoing dispositions' use for determining eligibility for medical school.

Arrests without Final Adjudication can include, but are not limited to, the following criminal records dispositions: Adjourned,

- Case is pending,
- Continued,
- Extradited,
- Remanded,
- Transferred, and
- Dispositions that are not available

These disposition types are often, but not always, considered pending further adjudication. Provider makes no assurances that the criminal dispositions included above are in fact arrests without final adjudication. End-User will consult competent legal counsel in the foregoing dispositions' use for determining eligibility for medical school.

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