

Bill Gatton College of Pharmacy Background Check Policy

Rationale/Purpose

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

Within Tennessee and nationally, due to state legislative and accreditation requirements, many healthcare entities require all people working in their settings to submit to a Background Check (BC). These institutions may require individuals training to become healthcare practitioners to undergo a BC before participating in any educational/patient care activities at their sites. Additionally, many states require a BC for all individuals seeking a license to practice healthcare within the state.

In light of the foregoing, it is in the best interest of the College, our partner institutions, patients, and students for the College to determine at the outset if our students pose a potential risk. It is also necessary to determine if students seeking to complete the Doctor of Pharmacy degree at the Gatton College of Pharmacy meet eligibility requirements to participate in patient care activities at affiliated health care institutions.

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

Policy

The College shall require a BC on all conditionally accepted applicants prior to initial matriculation. This check shall be completed in a usual manner utilizing the services of recognized background screening company selected by the College. Enrollment is contingent upon satisfactory evaluation of the results of the BC. Students shall be required to undergo a second BC prior to beginning any Advanced Pharmacy Practice Experience (APPE). In addition to the above, all enrolled students are required to disclose within five (5) working days of occurrence, any criminal events that may occur subsequent to the BC. Such notification shall be provided, in writing, to the Assistant Dean for Student Affairs, who shall assess the information and take action as appropriate. Failure to provide notification may result in disciplinary action, including dismissal from the College.

Information obtained through the BC shall be used by the College to make enrollment decisions. It may also be released to affiliated institutions that require this information for student eligibility in patient care activities. If the BC assessment identifies issues that may preclude a student's enrollment or participation in further academic activities, the case will be referred immediately to the Background Check Administrative Committee (BCAC) comprised of the Assistant Dean for Student Affairs, the Director of Experiential Education, the Director of Academic Affairs, and the Chair of Pharmacy Practice.

Background Check Procedure

Consent

For conditionally accepted applicants, a letter from the College indicating a conditional acceptance will include notice of the requirement that a BC be completed prior to enrollment. Enrolled students shall receive notification regarding the BC from the Office of Student Affairs. The notifications shall include the consent for a BC and release of information to affiliated organizations.

In order to successfully complete the BC evaluations, additional information may be required of the applicant. Conditionally accepted applicants and enrolled students are required to cooperate completely with the College, or other authorized/approved investigative agency in granting permission/authorization for the BC to be completed in a timely manner.

All costs associated with the BC are the responsibility of the student and shall be paid directly to the vendor as instructed.

Content and Evaluation

The BC shall at a minimum consist of a check of county, state and national criminal and arrest records. Additional items (such as sex offender registry) could be checked as may be required by law or clinical affiliates. The Assistant Dean of Student Affairs shall review all BCs. If adverse information deemed relevant to the applicant's suitability as a pharmacy student is obtained through the BC, the Assistant Dean of Student Affairs will

notify the applicant in writing and will refer the report to the BCAC. The BCAC will evaluate all information relative to the finding and make a recommendation regarding the individual's suitability for initial or continued enrollment. The BCAC may request additional information from the applicant or student. The recommendation will be forwarded to the Dean of the College of Pharmacy for a final decision.

Release of Results

The results of the BC may be forwarded to affiliated institutions for which a BC is required for the student's participation in educational/patient care activities. The affiliated institution will be required to identify the individual to receive a BC. The affiliated institution shall make reasonable efforts to keep the BC confidential.

Confidentiality

All reasonable efforts will be made to ensure that results of BCs are kept confidential.

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.