

Policy Name: Doctor of Pharmacy Student Criminal Background Checks (CBC) and Procedures and Steps to Manage an Arrest While Enrolled in the UMKC SOP

Policy Statement:

The purpose of this policy is to inform prospective and current Doctor of Pharmacy students about CBCs, when and why they are collected, how the information is or may be used, and the ramifications of positive findings in the report. The policy also details the reporting timeline for any student arrested when enrolled in the program.

Reason for the Policy:

The results of a Criminal Background Check can affect a student's:

- eligibility for admission into the Pharm.D. program,
- eligibility to obtain or retain an intern or a pharmacist license,
- ability to participate in introductory and advanced professional practice experiences (IPPEs and APPEs),
- ability to participate in an internship,
- ability to graduate from the Pharm.D. program.

Students are reminded that state pharmacy boards may deny, suspend, or revoke a license if an applicant has a criminal history or is convicted, pleads guilty, or nolo contendere to a felony or other crime. Students should consult the state pharmacy licensing board for more details. Successful completion of the Doctor of Pharmacy program does not guarantee pharmacist licensure.

PROCEDURES for Arrests:

Any student arrested, charged, convicted of and/or pled nolo contendere (no contest) to a misdemeanor or felony charge **at any time during their enrollment in the UMKC School of Pharmacy** must notify, in writing, the Associate Dean for Student Affairs at the UMKC School of Pharmacy within 7 days of the arrest or issue of a citation.

PROCEDURES for CBC's:

CBCs are collected as listed below utilizing the SOP's contracted agency. Specific instructions about how to complete the CBC will be made available when the CBC is required. Students are responsible for any CBC costs.

Before final acceptance:

All applicants offered a position in the Pharm.D. program must complete a county of residence, state, and federal CBC and fingerprint report before they receive final acceptance. The Associate Dean for Student Affairs evaluates the CBC for information that can affect admission and progression through the program. The Associate Dean also compares the CBC results to the PharmCAS application looking for discrepancies. Copies of the CBC are maintained in a secure folder on the school's N Drive. If a finding precluding admission into the pharmacy school is identified, the applicant will be immediately notified that their offer of a position is rescinded.

Before the start of Professional Practice Experiences:

CBCs are required by affiliate institutions that provide IPPEs and APPEs. Specific instructions about how to complete the CBC will be made available by the Office of Experiential Learning when the CBC is required.

- Students will complete a CBC in the spring prior to starting their IPPEs and in the spring prior to starting their APPEs.
 - A confidential and secure electronic copy of the student's CBC is sent to the Assistant Dean of Experiential Learning. The Assistant Dean reports any positive findings to the Associate Dean for Student Affairs. Any "flagged" criminal activity can be reported to an affiliate institution at their request, or the discretion of the Assistant Dean of Experiential Learning. The information is reported only to ensure the findings do not preclude a student from completing a rotation at the facility.
 - If an affiliate site requests a copy of a student's CBC results as part of their vetting process for the placement, the student is responsible for providing a copy of the results to the site. Students will get their reports from the contracted agency.
 - NOTE: A student may have to complete additional CBCs if the practice site requests a more recent evaluation. Students will be notified immediately of this as they prepare for that rotation.
- **Affiliated sites have the right to deny any student from completing training at their site. The School of Pharmacy is not responsible if a student cannot be placed in experiential education sites because of findings on their CBC.**

Approval Authority: Executive Committee

Responsible Party for Management and Updates: Associate Dean for Student Affairs

Definitions: None

Date Originally Issued: N/A

Revision dates: 4/27/12; 10/10/2019, 8/1/2024

Related school, campus, or system policies and procedures:

- Pharmacy Internship Requirements
- Procedures for Reporting Alcohol and Drug Use Related Issues for Pharm.D. Students (Posted on the SOP website)