

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

### **Policy Statement:**

The purpose of the Doctor of Pharmacy Student CBC policy is to inform students when and why CBC's are collected, how the information is used and the ramifications of positive findings in the report. The policy applies to all applicants offered a seat in the pharmacy school and to all students currently enrolled in the Doctor of Pharmacy program. The policy also details the reporting timeline for any student arrested when is 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 (IPPE's and APPE's)
- ability to participate in 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:**

CBC's will be collected as listed below. Specific instructions about how to complete the CBC will be made available at the time when the CBC is actually required. Students are responsible for any CBC costs.

### **Prior to final acceptance:**

All applicants offered a position into 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 schools 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:**

CBC's are required by affiliate institutions who provide IPPE's and APPE's Specific instructions about how to complete the CBC will be made available at the time when the CBC is actually required.

- Students will complete a CBC in the spring prior to starting their IPPE's and in the spring prior to starting their APPE's.
  - A confidential and secure electronic copy of the student's CBC is sent to the Director of Experiential Learning. The Director 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 at the discretion of the Director 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 report from Validity.
    - NOTE: A student may have to complete additional CBC's, if the practice site requests a more recent evaluation. Students will be notified immediately of this as they prepare for that rotation.
- **Facilities have the right to deny any student from completing training at their site. The School of Pharmacy is not responsible if a student is unable to 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

**Related school, campus or system policies and procedures:**

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