Policy Name: Doctor of Pharmacy Student-Criminal Background Checks

Policy Statement: The purpose of this Policy is to inform prospective and current Doctor of Pharmacy students about Criminal Background Checks (“CBCs”), when and why CBCs are collected, how the information obtained from a CBC is or may be used, and possible ramifications of positive findings in a CBC.

Reason for CBCs: Students in the Doctor of Pharmacy program will come into contact with vulnerable populations during the course of their education. CBCs are intended to assist in the protection of patients and others who may be vulnerable, and with whom the pharmacy student may have access during his/her education.

Possible Ramifications: Positive results obtained in a CBC may affect a student’s

- Eligibility for admission to the Pharm. D. program;
- Ability to obtain an intern or pharmacist license;
- Ability to participate in introductory and/or advanced professional practice experiences;
- Ability to participate in an internship; or
- Ability to graduate from the Pharm. D. program.

State pharmacy boards may deny, suspend or revoke a pharmacist license if the licensee has a criminal record. For example, in Missouri, the Missouri Board of Pharmacy may refuse to license any person finally adjudicated and found guilty, or having entered a plea of guilty or no contest (nolo contendere), in a criminal prosecution under the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated under Missouri law, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed, or for violation of the drug laws or rules and regulations of Missouri, any other state, or the federal government. Students should consult the applicable state pharmacy licensing board and state law for more information.

Successful completion of the Doctor of Pharmacy program does not guarantee that an individual will be able to obtain a pharmacist license.

When is a CBC required?
CBCs are required at the following times:

- Prior to Final Acceptance for Admission in the Pharm. D. program:
  - All applicants offered a position in the Pharm. D. program must successfully pass a CBC before they receive final acceptance for admission into the program. The CBC must be obtained from the vendor currently approved by the University, and will check the following: 1) social security number; 2) County of residence; 3) State of residence; 4) Federal criminal records; 5) sex offender registration databases; 6) OIG and GSA Exclusion Lists; and 7) applicable Missouri Exclusion lists.
  - All applicants are responsible for the cost of their CBC.
  - Applicants will be notified by the vendor that the CBC is complete. Applicants will have the right to review the information in the CBC, and respond to or dispute the information with the vendor. Applicants must thereafter authorize the release of the CBC to the Associate Dean for Student Affairs. A failure to authorize the release of the
CBC to the Associate Dean for Student Affairs will result in rescission of any offer of admission to the program.

- The Associate Dean for Student Affairs will review the CBC on a case by case basis, to determine whether the applicant represents a potential threat to patients, a potential threat to him/herself, the University and/or other students and employees, and the ability of the applicant to participate in clinical rotations. In making this determination, the Associate Dean will take into account a variety of factors, including but not limited to the nature, circumstance and frequency of any offense(s), the length of time since the offense, documented evidence of successful rehabilitation of the applicant; and the accuracy of any information provided by the applicant in his/her application.

- If a finding precluding admission to the program is identified, the applicant will be immediately notified that the office of admission is rescinded.

- Prior to starting P3 and P4 Professional Practice Experiences:
  - Students will be required to complete a CBC prior to starting their summer IPPE’s and again prior to starting APPE’s. These CBCs will be provided to the Director of Experiential Education. Any positive findings are reported to the Associate Dean for Student Affairs at the UMKC School of Pharmacy. Should any findings on these subsequent CBCs require additional action by the School of Pharmacy, such action shall be taken in accordance with applicable School of Pharmacy policies and procedures.
  - Virtually all affiliate sites require completion of a CBC prior to beginning the affiliation experience (summer IPPE’s and APPE’s). Students will be notified and given the opportunity to directly release the CBC to the affiliation site; in the alternative, students will sign a release giving the School of Pharmacy the authority to provide the affiliation site with a copy of the most recent CBC. Some affiliation sites may have additional requirements with which the student must comply in order to have an educational practice experience at that site; this may include requiring an additional CBC beyond the three required by the School of Pharmacy.
  - Upon receipt of an authorization by the student to release his/her CBC, a confidential and secure electronic file of the student’s CBC will be sent to the Director of Experiential Learning of the affiliation site. Affiliation sites have the right to deny any student from participating in any educational experience at that site.

The School of Pharmacy is not responsible if a student is unable to be placed in an educational experience at any affiliation site because of findings on his/her CBC.

NOTE: Any student who is arrested, charged, convicted of and/or pleads nolo contendere (no contest) to a misdemeanor or felony charge at any time during his/her enrollment in the UMKC School of Pharmacy, must notify, in writing, the Associate Dean for Student Affairs at the UMKC School of Pharmacy within seven (7) days of the arrest, charge, conviction and/or plea.