

**VIRGINIA COMMONWEALTH UNIVERSITY HEALTH SYSTEM (VCUHS)
HOUSESTAFF SUPPLEMENTAL APPLICATION AND
CRIMINAL BACKGROUND CHECK POLICY**

Rationale:

Many hospitals, childcare facilities, and nursing homes now require criminal background checks of all people working in their settings due to state legislation and accreditation requirements. These institutions also require medical and dental residents to undergo a criminal background check before participating in any educational activities at their sites. Virginia Commonwealth University Health System (VCUHS) also has this requirement of all employees of their facility, including medical and dental residents.

It is in the best interest of the Virginia Commonwealth University Schools of Medicine and Dentistry and Virginia Commonwealth University Health System to evaluate whether medical residents are fit to participate in patient care activities at VCUHS facilities and their associated institutions. Residents with impairments that restrict full performance of their duties may not be capable of rendering safe and effective care.

The intent of this policy is to promote safe, efficient patient care and a optimum work environment for graduate education practice. Some criminal offenses make it impossible for an applicant to participate in patient care activities in certain areas due to regulatory restrictions. These activities include, but are not limited to, sexual offenses, theft, crimes of aggression, abuse of at-risk populations (children, elderly, prisoners, patients), possession/distribution of child pornography, and possession of illegal substances including intent to manufacture or sell. Inability to participate in patient care activities does not permit the successful completion of the curriculum at any stage. As such, resident applicants will not be accepted.

In addition, this policy provides opportunity for assistance to applicants who may have a criminal record due to substance abuse or abuse and who will need appropriate documentation to become licensed. An affirmative response on the supplemental application or the existence of a criminal record will not constitute an automatic bar to employment. Applicants will be required to provide documentation with court records, physician letters, treatment facility records, and other pertinent records. An individualized assessment will be performed and recommendations made.

Process for New Residents:

New residents will be asked to complete, sign and return:

- Background Investigation Authorization for Release of Information
- Supplemental Application and provide any needed documentation.

These will be completed prior to the start date. Fingerprinting will be conducted on Orientation Day. The cost of the background check process will be born by VCUHS.

If an item is not disclosed and is subsequently found on a background check, the resident will be eligible for dismissal. Refusal to complete the supplemental application or to sign consent to conduct a background check will prevent employment with VCUHS.

Implemented 3.1.05