

Background Check Policy

Policy:

University of Nebraska Medical Center requires background checks on all newly admitted students. The University reserves the right to rescind an offer of admission or progression or to place monitoring requirements on any individual whose background investigation reveals a history of criminal conduct that:

- a. if the University reasonably determines increases the risk of harm to patients or individuals on University of Nebraska Medical Center premises; or
- b. was not accurately disclosed in response to a direct question regarding criminal history on any application for admission in connection with the program; or
- c. is inconsistent with the high standard of ethical conduct required of all members of the academic community or is otherwise unbecoming a member of the academic community or would preclude completion of required educational activities.

A background check may need to be repeated on a yearly basis, depending upon program and clinical placement requirements.

Students who refuse to submit to a background check will not be admitted or progressed.

Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the program.

Procedure:

1. All admitted students must complete the required background check. The background check is to include at a minimum Applicant Verification: SSN Trace, a Global Report and checks of a) standard criminal and court databases, b) National Sex Offender Registry c) Adult or Child Abuse Registries, d) Health Care Exclusions Database.
2. Refer to your program acceptance information for details on which background check process you are to use. Some colleges may prefer to use the background check process accompanying the national online application. Check with the staff at the college to which you are applying for further details
3. For those students requested to use OneSource for your background check, go to www.onesourcebackground.com and scroll over to the Student Login tab, select UNMC from the drop down box then select your college.
 - a. Have your credit card available in order to pay the fee.
4. Students should check with your individual program about the verification process and submission to One Source.
 - a. Residents of Iowa need to fill out the two Iowa forms instead.
 - b. If assistance is needed, please contact OneSource Background Check Company at www.onesourcebackground.com.

5. A background check revealing criminal activity including but not limited to assault, theft or illegal drug/alcohol activity will be submitted to the college office of the appropriate Associate Dean for review. The Associate Dean may request that the applicant submit additional information relating to the criminal activity such as a written explanation, court documents and police reports. The Associate Dean will then review all the information, discuss with college Admissions Committee (as appropriate) and determine whether the office of admission or progression should be withdrawn.
6. The Associate Dean's decisions are final and cannot be appealed.
7. A student who has a break in enrollment of at least two semesters in the approved curriculum of the certificate or degree program may be required to complete a new background check at the discretion of the program administration.
8. The student must report to the appropriate Associate Dean within 30 days any new convictions involving criminal activity, including but not limited to theft, assault and illegal drug/alcohol activity other than minor traffic violations which could interfere with clinical placements or obtaining a licensure to practice nursing. The student must also report if they have been a defendant in a civil suit.

Involvement in criminal activity that occurs or is discovered while a student is in attendance at the University of Nebraska Medical Center may result in disciplinary action, including dismissal and will be addressed through the university's academic or disciplinary policies.

9. Background check reports and other submitted information are confidential and may only be reviewed by University of Nebraska Medical Center officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA). Student background check reports and other submitted student information will be maintained in the office of the Associate Dean or maintained electronically. Records will be maintained according to state statute requirements.