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| <b>University of Prince Edward Island</b>                        | <b>Policy Number:</b> 0013         |
| <b>Policy Title: Criminal Record and Vulnerable Sector Check</b> | <b>Pages - 2</b>                   |
| <b>Authority:</b> Dean, School of Nursing                        | <b>Creation Date:</b> October 2008 |
| <b>Reference:</b> UPEI Criminal Record Check Policy              | <b>Version Date:</b> May 2014      |
|  | <b>Review Date:</b> May 2019       |

1. **Purpose**

All students are advised that the completion of a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) by the local law enforcement agency is a requirement for placement at a number of agencies that provide clinical learning experiences. The Criminal Record and Vulnerable Sector Checks are one way to protect clients, especially those who may be vulnerable. This is a requirement for admission to the nursing program as of January 2009. This policy complements the University of Prince Edward Island Policy # admacdgnl0001 Criminal Record Check.

2. **Scope**

All students in the undergraduate and graduate nursing programs.

3. **Responsibility**

Dean, School of Nursing

4. **Policy**

It is the responsibility of the student to ensure that he or she meets the requirements for his or her program of study.

Nursing students are not permitted to enter clinical practice until they submit proof of *satisfactory or clear* Criminal Record (certified) and Vulnerable Sector Checks. These are required on admission to the nursing program. Students may be required to submit additional Criminal Record (certified) and Vulnerable Sector Checks in other years of the program to meet the clinical placement requirements of certain clinical agencies.

The Criminal Record Check and Vulnerable Sector Check must be completed within three months of the date of submission. (Note: Students should be aware it may take several weeks to process a Criminal Record Check, and as such students should consider timelines and required date of submission when applying for Criminal Record and Vulnerable Sector Checks). Students will not be permitted to proceed to clinical settings until clear

Criminal Record Check and Vulnerable Sector Check are provided (Cross reference Clinical Attendance Policy #0014).

If a student is convicted of a criminal offence at any time during the program, the student must report this information to the Dean immediately. Failure to report will result in immediate dismissal from the program.

In the event a student discloses a conviction for a criminal offence or is unable to provide clear Criminal Record and Vulnerable Sector Checks, the Professional Practice Committee will review the student case. The decision to dismiss the student will be made with consideration given to the severity of the offence, the student's ability to attend clinical in relation to agency Criminal Record and Vulnerable Sector Check policies (see below), and ultimately, the student's eligibility to register and practice upon completion of the program given that professional regulatory bodies require a satisfactory Criminal Record Check as a condition of professional licensure.

If the Professional Practice Committee determines that a student with a positive criminal record check may continue in the program, the student will be required to disclose this information to all clinical practicum sites he/she is attending. The facility may refuse placement on the basis of the *information provided*. All clinical agencies have the right to refuse to accept a student for placement based on the results of the Criminal Record and Vulnerable Sector Check. Should the results of the Criminal Record Check result in a student being denied a placement in an agency or organization, the Dean of the School of Nursing will discuss options with the student which may include withdrawal or dismissal from the program. The inability of the student to complete the required placement may result in the student failing to graduate.

The Criminal Record and Vulnerable Sector Check results will be kept on file by the School of Nursing and communicated to the clinical agencies as required.

Costs for the Criminal Record and Vulnerable Sector Check are the responsibility of the student. If additional checks are required by the clinical agency, it is the responsibility of the student to ensure that the checks are completed prior to clinical placement.

## **5. Review**

This policy will be reviewed five years following its adoption and every five years thereafter.