

University of Prince Edward Island	Policy Number: 0013
Policy Title: Criminal Record Check and Vulnerable Sector Check	Pages - 2
Authority: Dean, Faculty of Nursing	Creation Date: October 2008
Reference: UPEI Criminal Record Check Policy (2014)	Version Date: April, 2021
	Review Date: April, 2026

1. Purpose

To ensure that Faculty of Nursing students are able to enter the facilities run by external agencies and contracted clients that provide clinical learning experiences, and which require a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC).

2. Scope

All students in the undergraduate and graduate nursing programs

3. Responsibility

Dean, Faculty of Nursing

4. Policy

It is the responsibility of the student to ensure that they meet the requirements for their program of study. Completion of a CRC and a VSC is a requirement for admission to the nursing program as of January, 2009. This policy complements the University of Prince Edward Island https://files.upei.ca/policy/criminal_record_check_policy_admssgnl0006.pdf Students may be required to submit additional CRCs and VSCs in other years of the program to meet the clinical placement requirements of certain clinical agencies.

Costs for the CRC and VSC 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.

The CRC and VSC must be dated within three months of the date of submission for admission to the program.

Additional CRCs and VSCs must be dated within three months of the start of the term for which the additional CRC and VSC are required for clinical placement. (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

CRCs and VSCs). Students will not be permitted to proceed to clinical settings until a CRC and VSC are provided (Cross reference Faculty of Nursing 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 normally result in immediate dismissal from the program.

An applicant or student who submits false, misleading, or incomplete information about a criminal charge or criminal record may be subject to sanction, up to and including dismissal from the program.

In the event a student discloses a conviction for a criminal offence or is unable to provide a CRC and a VSC, the Professional Practice Committee (PPC) is automatically triggered to decide the student's progression in the program. The student does not appeal and nor should this process be considered as an appeal.

The PPC may solicit relevant details from the student, including a statement, but for each conviction disclosed, the PPC must consider:

- a. The severity of the offence;
- b. The relevancy of the offence or charge to an applicant's/student's enrolment;
- c. The recency of the offence;
- d. The applicant's/student's efforts at rehabilitation
- e. The implication of the offence for the student's ability to attend clinical practice given UPEI agreements with hosting partners and agencies, Health PEI's policy on criminal records, and any other relevant policies dealing with criminal records, and PEI's "Regulated Health Professions Act";
- f. The student's eligibility to register and practice given the requirements of the professional regulatory bodies;

The PPC will submit a full report to the Dean of Nursing, making clear its decision and describing each of these steps in detail with explicit reference to UPEI and other agency policies.

The PPC may offer non-binding recommendations to the Dean of Nursing as to how to proceed and alternatives that might be presented to the student. While the Dean of Nursing is free to accept or not the recommendations the PPC may make, the Dean of Nursing has no authority to overrule the PPC's decisions.

The Dean of Nursing will write a letter to the student to inform the student of the PPC's decision. The PPC's letter to the Dean of Nursing is included with the Dean of Nursing's letter informing the student of its decision.

If the PPC determines that a student with a positive CRC and/or VSC may continue in the program, the student will be required to disclose this information to all clinical practicum

sites they attend. The clinical agency 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 CRC and VSC.

If the student is permitted to continue in the program, and the results of the CRC and/or VSC results in a student being denied a placement in an agency or organization, the Dean of the Faculty 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 CRC and VSC results will be kept on file by the Faculty of Nursing only as long as reasonably necessary and will only be communicated as required by clinical agencies.

5. Review

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

References

University of Prince Edward Island (2014). *Criminal Record Check*. Retrieved https://files.upei.ca/policy/criminal_record_check_policy_admssgnl0006.pdf