

<b>University of Prince Edward Island</b>	<b>Policy Number:</b> 0013
<b>Policy Title: Vulnerable Sector Check</b>	<b>Pages - 2</b>
<b>Authority:</b> Dean, Faculty of Nursing	<b>Creation Date:</b> October 2008
<b>Reference:</b> UPEI Criminal Record Check Policy (2014)	<b>Version Date:</b> July 2024
	<b>Review Date:</b> July 2029

### 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 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 VSC is a requirement for admission to the nursing program as of January, 2009 (Cross-reference: [UPEI Criminal Record Check Policy admss\\_gn10006](#)). Students may be required to submit additional VSCs in other years of the program to meet the clinical placement requirements of certain clinical agencies. A request letter from the UPEI Faculty of Nursing is required to obtain a VSC. Students must reach out to the UPEI Nursing administrative assistant or the Clinical Requirement Coordinator to obtain this request letter for a VSC.

Costs for the 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 VSC cannot be older than three months from the date of admission to the program. In the event the student is unable to obtain a VSC as they are under the age of 18 years, they will submit a clear Criminal Record Check (CRC) on admission to the program. They will then be sent a request letter on their birthday, after which they will obtain and submit a VSC before the beginning of the next clinical rotation.

Additional VSCs must not be older than three months from the start of the term for which the additional VSC are required for clinical placement. (Note: Students should be aware it

may take several weeks to process a VSC, and as such students should consider timelines and required date of submission when applying for VSCs). Students will not be permitted to proceed to clinical settings until a VSC is 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. A student who submits false, misleading, incomplete information or fails to report a criminal charge or criminal record may result in dismissal from the program.

In the event a student discloses a conviction for a criminal offence, is unable to provide a CRC or a VSC, or the Faculty of Nursing becomes aware of a clinical offence conviction, the Professional Practice Committee (PPC) is automatically triggered to decide the student's progression in the program. The PPC decision is final and cannot be appealed. Please see the [Professional Practice Review Policy 0016](#) for details about the review process.

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. Neither the VSC nor a copy shall be sent to clinical sites. If a clinical agency requires verification of the clear VSC, a confirmation letter stating the student name and date of the VSC will be sent to the clinical agency by the Clinical Requirements Coordinator before the student's first clinical day.

## **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 on June 4, 2024  
[https://files.upei.ca/policy/criminal\\_record\\_check\\_policy\\_admssgnl0006.pdf](https://files.upei.ca/policy/criminal_record_check_policy_admssgnl0006.pdf)