



Nursing and Allied Health Department

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Background Check and Drug Screen Policy

Central Coast Consortium Position Statement (page 1 of 4)

Central Coast Consortium Position Statement

PURPOSE OF STATEMENT/POLICY

The purpose of the Central Coast Consortium Position Statement, also known as the Consortium Policy, is to provide a standard by which the Cuesta College Nursing and Allied Health Division will establish compliance with affiliate healthcare agencies' background and drug screen requirements. Such that, students enrolled in Nursing and Allied Health programs and certificate courses of the San Luis Obispo County Community College District (herein after referred to the College or Cuesta College) will meet the standards set forth in this policy prior to participating in patient care and/or observational clinical/field training with affiliate agencies.

OVERSIGHT

The Central Coast Consortium entrusts the Cuesta College Director of Nursing and Director of Allied Health to serve as the administrators of this policy. As such, they will verify background check and drug screen results completed by Nursing and Allied Health students seeking placement in affiliate agencies. They will take appropriate actions to enforce the policy as outlined below.

GUIDELINES AND PROCESS OF VERIFICATION

- a. Background checks and drug screenings are required of all students who enroll in a program/course that includes placement in an affiliate agency for completion of the clinical/field training portion of a course/program.
- b. Representatives of Cuesta College gives the students instructions on how to complete a background check and drug screen test during the program orientation or on the first day of a certificate course.
- c. Students under 18 years of age are not eligible to participate in courses requiring background checks because they are unable to meet this requirement.
- d. Cuesta uses an online background check service and every student applies and pays for his/her own background check and drug screen test.
- e. Background check and drug screen results are electronically accessed via a secured website by the Director of Nursing and/or Director of Allied Health, and remain confidential. Exceptions to this are by student request.
- f. All charges, other than minor traffic violations with fines under \$300.00, are reviewed.
- g. A student either clears the background test and drug screen and satisfactorily meets the requirements to participate in clinical/field training hours or is denied placement in clinical/field training agencies. If denied placement, the student is dropped from the program/course due to inability to meet clinical/field training objectives.
- h. If background check and/or drug screen results are such that clarification is needed, the Director of Nursing or Director of Allied Health will make an appointment with the student to discuss issues found in the report(s).
- i. If a correction to a student report is necessary, it is the student's responsibility to correct/clear his/her record and obtain any documents necessary to do so. The student will not be able to attend clinical/field training rotations until his/her record is corrected and meets the requirements of this policy.

- j. If a student's drug screen test report indicates that the test results are "negative dilute", or are other results requiring clarification, the student will be required to meet with the Director of Nursing or Director of Allied Health. If it is determined that retesting is permitted, the cost will be at the student's expense.
- k. In addition to the full background check and drug screen test required prior to the beginning of a program or certificate course, an Office of Inspector General (OIG) report is required of all RN, LVN and Paramedic students every six months. The cost of this report will be paid by the student.
- l. Clearance for a student to participate in clinical/field training does not guarantee his/her eligibility to receive state/national certification or licensure. Upon completion of a program or certificate course, each student is responsible for submitting his/her own application to the appropriate regulatory agency in order to take a licensure or certification exam. The application and eligibility determinations made by the regulatory agencies are separate and independent from Cuesta's policies and practices.

BACKGROUND CHECK REPORTS REQUIRING ADDITIONAL INFORMATION PRIOR TO MAKING A FINAL DETERMINATION

If, after reviewing a background check report, the Director of Nursing or Director of Allied Health is unable to determine a student's placement status, he/she will confer with a minimum of two appropriate Consortium member representatives to determine whether the student is eligible for placement in an affiliate's clinical/field agency.

Consultation with the appropriate Consortium member representative is defined in accordance with the program in which the student is enrolled:

- RN = Affiliate Acute Care Hospitals and Long Term Care Agencies
 - EMS = Affiliate EMS/Fire agencies and Acute Care Hospitals
 - Medical Assisting = Affiliate Community Clinics, Physician's Offices
 - Phlebotomy = Affiliate Acute Care Hospitals, Clinical Laboratories
- a. If both the College and Consortium members agree that the student is eligible for placement in a clinical/field training facility, the student will be allowed to remain enrolled in the course or program and will be cleared to participate in clinical/field training rotations.
 - b. If the determination is made that the student will not be allowed in clinical/field training rotations, the Director of Nursing or Director of Allied Health will notify the student of his/her being dropped from the program/course.
 - c. Students choosing to appeal this decision are to submit a written statement/request with rationale and supporting documents to the Director of Nursing or the Director of Allied Health within one week of the initial notification.
 - d. The Director of Nursing or Director of Allied Health will forward the appeal and supporting documentation to a minimum of two Consortium member representatives.
 - e. During the appeal process the student will not be allowed to participate in clinical/field training until a final determination has been made by the Consortium members.
 - f. If the appeal is granted, the student will remain enrolled in the course or program and will be allowed to fully participate in the clinical/field training experience.
 - g. If the appeal is denied and the student is deemed ineligible for clinical/field placement, the student will be dropped from the program/course.
 - h. The Director of Nursing or Director of Allied Health will notify the student of the final outcome
 - i. This determination is final and cannot be appealed.

Central Coast Consortium Position Statement
also known as the
BACKGROUND CHECK AND DRUG SCREEN POLICY
updated 2014

A. BACKGROUND CHECKS WILL MINIMALLY INCLUDE THE FOLLOWING

- a. Seven years history
- b. Address verification
- c. Sex offender database search
- d. Two names (current legal and one other name)
- e. Officer of Internal General (OIG) search
- f. Social Security Number verification

B. STUDENTS WILL BE INELIGIBLE TO PARTICIPATE IN CLINICAL/FIELD TRAINING HOURS FOR THE FOLLOWING CHARGES AND SITUATIONS

- a. Murder
- b. Felony Sexual offenses/sexual assault
- c. Felony drug and/or alcohol charges without certificate of rehabilitation
- d. Felonies or misdemeanors involving weapons and/or violent crimes
- e. Theft convictions
- f. Fraud
- g. Elder and /or dependent adult abuse
- h. Formal probation (requiring regularly scheduled meetings with probation officer)

C. THE FOLLOWING MAY REQUIRE STUDENTS TO FOLLOW THE APPEAL PROCESS AND WILL BE REVIEWED ON AN INDIVIDUAL BASIS TO DETERMINE CLINICAL/FIELD PLACEMENT ELIGIBILITY

- a. Pending cases
- b. Offenses appearing on background check records that occurred more than seven years ago
- c. Misdemeanor drug and/or alcohol related charges within the past 3 years
- d. Controlled substance convictions within the past seven years
- e. Repeated misdemeanors (will be reviewed for volume, frequency and severity)
- f. Unfulfilled court requirements
- g. Informal probation (probation without regularly scheduled meetings with a probation officer)

D. STUDENTS WILL BE INELIGIBLE TO PARTICIPATE IN CLINICAL/FIELD TRAINING HOURS IF HIS/HER DRUG SCREEN RESULT IS POSITIVE FOR ANY OF THE FOLLOWING TEN DRUGS

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| a. Marijuana (THC) | f. PCP |
| b. Cocaine | g. Barbiturates |
| c. Amphetamines | h. Benzodiazepines |
| d. Opiates | i. Methaqualone |
| e. Propoxyphene | j. Methadone |

Central Coast Consortium Committee Members

A minimum of one representative from each healthcare partner agency and representatives of Cuesta College, to include: the Director of Nursing, the Director of Allied Health, one staff member from the Nursing and Allied Health Department, and one College Administrator.

The committee last met and revised this policy on December 2, 2013.

This policy was approved electronically by Consortium Member consent and became effective on April 1, 2014

Committee Members Present

Kristin Flynn, Director of Human Resources, French Hospital Medical Center
Barry Nateman, Director of Human Resources, French Hospital/AG Community Hospital
Vicci Stone, EMS Specialist, SLO EMSA
Marcy Woolpert, President/CEO, Compass Healthcare
Bret Clark, Interim Dean of Academic Affairs
Alma Cordova, Secretary, Nursing & Allied Health, Cuesta College
Claudia Ferriday, Program Specialist, Nursing & Allied Health, Cuesta College
Marcia Scott, Director of Nursing, Cuesta College
Lisa Wearda, Director of Allied Health, Cuesta College

Committee Members Not Present

Bob Adams, Director of Human Resources, American Ambulance
Carla Adams, COO/CNE, French Hospital
John Forsberg, Captain, Cal Fire
Christie Gonder, Chief Nursing Officer, Sierra Vista Regional Medical Center
Edward Guzman, General Manager, Sierra Ambulance Service
Carol Howland, Chief Nursing Officer, Twin Cities Community Hospital
Villa Infanto, VP Patient Care Services, Arroyo Grande Community Hospital
George Johnston, Director of Human Resources, Community Health Centers
Jonna Kaul, Human Resources/ AP, Bella Vista Transitional Care
Steve Lieberman, Director, SLO EMSA
Kerin Mase, Director of Nursing, Marian Medical Center
Aaron Moses, Administrator, Delano Ambulance
Jody Owen, Director of Human Resources, Central Coast Pathology
Joe Piedalue, Operations Manager, San Luis Ambulance
Eloise Rendon, Director of Human Resources, Twin Cities Community Hospital
Heidi Summers, Director of Education Services, Marian Medical Center
Kurt Stone, Atascadero Fire Chief, Atascadero Fire
Adrienne Tuttle, Director of Human Resources, Marian Medical Center