NTC Criminal Records Check Policy

Health care providers are entrusted with the health, safety and welfare of patients/residents; have access to medications and confidential information; and operate in settings that require the exercise of good judgment and ethical behavior. Clinical facilities are increasingly required by accreditation agencies, such as The Joint Commission (TJC), to conduct background checks on individuals who provide services within the facility and especially those who supervise care and render treatment. In addition, the Ohio Revised Code requires a criminal records check for all prospective employees for positions where the individual will be caring for older adults or children.

Clinical learning experiences are an essential element of the curriculum of health care programs. All students enrolled in health care programs must successfully complete a criminal records check as a criterion for participating in clinical courses. Participation in clinical courses is required for progression and completion of health care programs.

The background check must include fingerprinting and must be completed by the Ohio Bureau of Criminal Identification and Investigation (BCII) and a Federal Bureau of Investigation report is also required. The background check must have been completed within one year on the last day of the student’s clinical rotation.

The student shall be responsible for all costs associated with the criminal records check. Please be sure to identify Nursing Training Center as the agency to receive the results as well as the Ohio Board of Nursing if enrolled in the Medication Aide program. The address for NTC is:

Nursing Training Center, LLC

1143 N. Detroit St.

Xenia, OH 45385

The address at the Ohio Board of Nursing (if enrolled in the Medication Aide program):

17 S High St #400

\*Attention: Medication Aide

Columbus, OH 43215

The information provided by in the criminal records report will only be used to evaluate the student’s qualifications for entry into clinical courses. Reports will be kept in secured confidential files. Criminal reports will undergo administrative review. If a student has been convicted of or pled guilty to a disqualifying offense (or any substantially equivalent offenses in any state), the student may be unable to complete clinical learning experiences and may therefore by disqualified from admission, readmission, or progression in the health care program. Some of the disqualifying offenses are absolute bars.

In the event that the student’s background check includes a disqualifying offense, the student will be asked to schedule a meeting with the Program Administrator to discuss the information received. If the background check identifies offenses that the student considers incorrect, these concerns or issues must be addressed, by the student, to the Bureau of Criminal Identification and Investigation for resolution. If the background check identifies offenses that may preclude admission, the student will be given an opportunity to respond to the information.

All students who are admitted to a health care program have a continual obligation to report any criminal conviction that may impact the student’s continued ability to participate in the clinical program to the Nurse Administrator/Program Coordinator (Sherri Gunasekera at 937-776-2344) within 24 hours. Failure to do so will result in immediate dismissal from the program.

By signing this policy, you are stating that you understand the Criminal Records Check Policy and agree to notify the Nurse Administrator/Program Coordinator within 24 hours of any criminal convictions:

Student’s Name Date

Instructor’s Name Date

Attached is the list of offenses that will or might disqualify a student from participating in clinical courses: