

**Bon Secours Health System, Inc.**  
Richmond Region  
St. Mary's Hospital  
Policy/Procedure

Policy Manual: School of Medical Imaging  
Section: Student/General

Title: Background Screening and Criminal Charge Disclosure

Policy No: 3

Rev.: 8/2011

Areas Affected: Applicants/Continuing Students

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### **Background Screening**

Background screening has become common practice in healthcare settings and is required by clinical education sites utilized by the School.

### **Initial Admission Screening**

All conditionally accepted applicants for Bon Secours St. Mary's Hospital School of Medical Imaging Radiography Program or advanced modality clinical courses will be required to undergo a criminal background screening. The rationale for this requirement includes fostering patient safety and increasing public trust in the healthcare profession.

Applicants with convictions are required to complete the American Registry of Radiologic Technologists Pre-approval process prior to final acceptance by the School. This process is conducted by the ARRT and is fee based. A copy of the ARRT approval **must** be submitted at the time of application. Information about pre-approval can be obtained by visiting the ARRT website at [www.arrt.org](http://www.arrt.org).

Students that do not obtain and/or provide documentation of approval through the ARRT ethics committee will result in halt of admissions.

### **Continuing Student Screening**

All students enrolled in the School are required to have an additional background screening prior to beginning the fourth (4<sup>th</sup>) semester of the program. Continued enrollment is dependent upon the results of this screening, and qualification decisions will be made on an individual case-by-case basis. Additional information may be requested by the School to facilitate completion of the screening.

Additionally, any student who is returning to the program after an absence of one or more semesters must also complete the background screening process prior to re-admission.

**All Screenings**

Information obtained through a criminal background check will be treated by the School as confidential.

**RESPONSIBLE PERSONS:** Program Faculty and Administration

**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Program Director

August 31, 2011

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Signature

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Title

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Date

**Approval History:**

Committees and Dates:

Faculty and administrative review in: 6/2005, 6/2006, 7/2007, 8/2008, 7/2009, 8/2010, 8/2011

**DOCUMENTATION:** None

**REFERENCES:** None