

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
SCHOOL OF NURSING  
POLICY & PROCEDURE MANUAL**

Subject: <b>CRIMINAL RECORD BACKGROUND SCREENING</b>	Original Issue Date: February 23, 2009	Policy #: <b>802</b>
	Supersedes:	Effective Date: February 23, 2009
Committees Consulted: Dean, Administrative & Student Services Admissions/Promotions	Reviewed & Approved by: Faculty Organization	Approved by:  (Signature on File) Dean, School of Nursing

**PURPOSE:**

To ensure that all students are notified that clinical facilities will require students to complete a criminal background screening, including fingerprinting, prior to the start of any clinical experience with that facility.

**POLICY:**

All students accepted to the nursing program are subject to the Human Resource policies and procedures of the clinical facility where a clinical course is conducted. Students who do not pass the criminal background screening process are not eligible to continue the clinical course at that facility and will be advised by the Dean, School of Nursing.

Students will be notified of the background-screening requirement during the application process.

**PROCEDURE:**

Administrative and Student Services designee will:

- Include a statement about the background screening process in the application packet and catalog
- Provide students with instructions for obtaining a criminal background check upon acceptance to the program

Dean, Administrative and Student Services will:

- Advise students who have concerns about the criminal background screening
- Collaborate with Human Resources regarding negative outcomes of background checks
- Inform Dean, School of Nursing about students who are not eligible to continue at a clinical facility
- Refer students to Dean, School of Nursing, for advisement.

**REFERENCES:**

DHS Policy # 703.1: Criminal Records Background Check/Fingerprinting