

Policy on Faculty Criminal & Other Background Investigations

Nell Hodgson Woodruff School of Nursing of Emory University

The faculty and administration of the Nell Hodgson Woodruff School of Nursing is strongly committed to following the professional standards of the healthcare community in order to benefit patients, students and faculty. Criminal background investigations and drug testing for students and faculty are becoming standard requirements for healthcare and community agencies. The School of Nursing will require all faculty to consent to a Criminal Background Investigation, verification of professional licensure, education, employment, professional credentials and certification. Beginning **November 1, 2006**, the following policy will be in effect:

- The School of Nursing will contract with an outside vendor and bear the cost of performing these investigations.
- Clinical sites may have additional requirements or other required vendors; the School will be responsible for these additional expenses if the results of previously conducted investigations are not accepted by the facility.
- Background investigations will be limited to such investigations and screens as are necessary to determine fitness to provide clinical supervision and to comply with contractual obligations or professional standards.
- Results of previously conducted investigations will not be accepted by the School.
- The faculty member's failure to consent to the background investigations may prevent the School of Nursing from securing a suitable job assignment for the faculty member, thus rendering some faculty members unable to continue employment with the School;
- The background investigations must cover the past seven (7) years or the time period since the faculty member's 18th birthday, whichever is less and will cover all states of prior residence. The following investigations will be conducted:
 - Social security number verification and residency history
 - Criminal Search in each state of residence.
 - Employment Verification to include reason for separation and eligibility for re-employment for each employer (last 7 years);
 - National Violent Sexual Offender and Predator Registry search
 - Nationwide Health Care Fraud & Scan, Medicare & Medicaid Sanctioned,
 - Excluded Individuals HHS/Office of the Inspector General List of Excluded Individuals/Entities
 - General Services Administration List of Parties Excluded from Federal Programs
 - Education verification; Professional license verification;
 - Certification & professional designations check; Professional disciplinary action search
- Results of the background investigations will be kept in confidential files in the Office of the Dean. The Administrative Director of Academic Affairs Services will convey the clearance to the healthcare or community agency per contractual obligations.
- Adverse results of the background checks may prevent the School of Nursing from securing a suitable job placement for the faculty member, and may render the faculty member unable to continue employment with the School; Adverse results include, but are not limited to:
 - Felony convictions, weapons possession, history of Medicaid fraud, terrorist activities, pedophilia, sex offender crimes, assault and battery and patterns of misdemeanors (for example, but not limited to, charges of driving under the influence - DWI, DUI) driving with suspended license, shoplifting, fraud, trespassing;
- Faculty must report felony or misdemeanor convictions (excluding minor traffic violations) which occur during employment within 10 business days of occurrence to the Associate Dean for Education. Failure to report these convictions may result in immediate dismissal.
- Faculty members will have the opportunity to investigate and correct adverse findings by providing certified court documents;
- In all cases the School of Nursing will comply with the Emory University Statement of Principles Governing Faculty Relationships (The Grey Book) and all applicable University policies.