

**Hinds Community College
Nursing and Allied Health
Background Records Check Procedure**

General Information

Pursuant to MS statute 43-11-13, students in nursing and allied health programs must meet the requirements of clinical agencies regarding background checks. Students must submit a background check, based on fingerprints, that confirms that the student has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult. In addition, other felony and some misdemeanor charges may disqualify the student from participating in clinical experiences. This includes, but is not limited to most felony charges, patterns of criminal charges, criminal charges within the past five years, no dispensation of charges, and pending charges.

Criminal Background Checks for new or progressing Nursing and Allied Health students must be completed at the Nursing/Allied Health Center (NAHC). Students will also be required to participate in additional screening through the Federal General Services Administration Excluded Parties List System (EPLS) and the Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE).

The background check must be completed prior to admission to a program of study or prior to clinical courses, as defined by the program. Students will also be subject to repeat a background records check based on clinical agency requirements, changes in the Mississippi law, rules, or regulations, or any suspicion of criminal behavior. If a student has any interruption in admission or progression, and/or applies to another program of study, a repeat background check is required. If a student is denied admission due to a background record check, the student is required to reapply to the program.

Student progressing in a program of study must sign a disclosure statement each semester verifying there has been no criminal activity after the most recent background clearance. If the student is unable to sign the disclosure statement and/or discloses criminal activity, a background record check must be repeated.

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any nursing or allied health program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

Completion of any nursing or allied health program does not guarantee clinical agencies will allow employment. Completion of any nursing or allied health program does not guarantee licensure or credentialing agencies or professional boards will allow professional credentialing.

Procedure for Obtaining a Background Check

1. Fingerprinting occurs by scheduled appointment only.
2. Students will be notified to schedule an appointment by the program director/chair. Appointments can be made at the following website: <https://backgroundschedule.acuityscheduling.com/>. Students must include their College ID, program of study, and other information as requested.
3. Students will be charged a \$60 healthcare professional fee which can be paid online or at the NAHC business office. This fee includes a charge of \$50 for fingerprinting and criminal history record check and a \$10 scheduling charge. Students cannot use financial aid for this fee. A copy of the receipt will be required prior to fingerprinting.
4. Students must bring a valid unexpired driver's license or other government issued identification to complete the fingerprinting.
5. Students must sign a Noncriminal Justice Applicant's Privacy Rights statement, which discusses the applicant's rights.
6. Fingerprinting will be conducted in the Student Services Suite at the Nursing/Allied Health Center [1750 Chadwick Drive, Jackson, MS 39204].

Background Check Results

1. If the student has no disqualifying events, the student will receive a Clinical Clearance Letter [Determination of Suitability for Academic Programs of Study in Healthcare] from the College via the student's College email address. A copy of the Clinical Clearance letter will also become part of the student's permanent file.
2. If the student is notified that the student may have disqualifying events, the student will receive a letter and a rap sheet from the Mississippi State Department of Health.
 - a. If the student chooses to seek clearance, the student must make an appointment to meet with a Dean or Assistant Dean. The student must bring the rap sheet to the appointment.
 - i. Students in the Division of Allied Health should make an appointment with the Assistant Dean for Allied Health at 601.376.4955.
 - ii. Students in the Division of Nursing should make an appointment with the Assistant Dean for Nursing at 601.376.4954.
 - iii. Students in Short-Term Programs should make an appointment to meet with the Dean, Nursing and Allied Health, at 601.376.4951.
 - b. The Background Records Committee will determine the student's eligibility for admission and/or progression in a health related program.

- i. Based on the charges presented, the Background Review Committee will meet to review your records upon submission of the following documents:
 - (1.) An abstract of court arrest record and disposition.
 - (2.) Evidence (certified letter) that all court ordered requirements were met (i.e., letter from court officer, letter from probation officer, etc.)
 - (3.) A letter from the applicant explaining the factual circumstances leading to the criminal offense(s).
- ii. Students will be notified of the committee's decision via the student's College email address.