

BACKGROUND CHECK INFORMATION

NOTE: DO NOT INITIATE THE BACKGROUND CHECK UNTIL ACCEPTED TO THE NURSING PROGRAM AND ADVISED BY THE DEPARTMENT TO PROCEED.

Changes are taking place within healthcare facilities nationally. These changes affect all health programs affiliated with the San Diego Nursing Service-Education Consortium.

The Joint Commission of Accreditation of Healthcare Organizations (JCAHO), which accredits healthcare facilities across the country, required background screening effective September, 2004, and has set requirements mandating that whatever their policy states regarding background checks be followed to the letter of the law.

A background investigation must be completed prior to your rotation to any clinical experience. Students are responsible for payment of their background investigation, and American DataBank must conduct the investigation. If a Palomar College Nursing Student is denied access to a clinical site by the clinical agency, the student may be unable to continue in the program.

To initiate your background clearance, go to the web site, www.sdnsebackground.com and follow the step by step process. The results/profile from the information you input will be sent to you upon request and made available to the hospital/agencies you are assigned to for clinical rotation.

Background checks will minimally include the following:

- Seven years residence/background history
- Address verification
- Sex offender database search
- Two names (current legal and one other name)
- Three counties
- OIG/GSA-Medicare/Medicaid Excluded List
- Social Security Number verification
- Search through applicable professional certification or licensing agency for infractions if student currently holds a professional license or certification (e.g., respiratory therapist, C.N.A.)
- 10-Panel Drug Screening

Clinical instructor/students will be unable to attend clinical facilities for appropriate reasons, including but not limited to the following convictions:

- Murder
- Felony assault
- Sexual offenses/sexual assault
- Abuse
- Felony possession and furnishing (without certificate of rehabilitation)
- Other felonies involving weapons and/or violent crimes
- Class B & Class A misdemeanor theft
- Felony theft
- Fraud

PLEASE NOTE

Flagged background checks and dilute urines may jeopardize your space in the nursing program. Some of our clinical sites will not allow attendance for the following reasons:

- Felony conviction of any kind
- Drug & alcohol related offenses
- Convictions of abuse, battery, violence, hate crime, theft & dishonesty.
- History of repeated offenses
- Active warrant for arrest
- On probation for any reason-even reckless driving!
- Dilute urine tests

BACKGROUND CHECK PROCEDURE

- **Log on to www.sdnsebackground.com**
- Read the [privacy policy](#). Then download, complete and send the [Disclosure and Release form](#) by fax (303-573-1779) or mail to American DataBank. [Adobe Acrobat Reader is required](#) * *Note: Your order will not be processed until American DataBank receives your Disclosure and Release form.*
- **Proceed to the bottom of the website and access: "Click Here to Order".**
- **Step 1: Applicant Information**
Please enter your name, date of birth, social security number, phone number and email address.
- **Step 2: Residential History**
Provide your **7** year residential history including state, city, ZIP code & the date range at the address.
- **Step 3: Payment**
Provide payment for your background check by credit card or money order.
- **Step 4: Drug Screen**
After you have paid by credit card or money order, come to the Nursing Education Office (call for hours of operation) and get a Chain of Custody Drug Screen Request and the location of the collection site. Finally, go to the location listed to provide a urine sample. Note: If you are paying by money order, the Chain of Custody Drug Screen Request will not be available until the money order has been processed by American DataBank.

SPECIAL NOTE REGARDING THE DRUG SCREENING TEST

The drug screen form must be taken to a Quest Laboratory designated by American DataBank. The laboratory has requested that no small children be brought to the lab when having your testing done. This would include infants. No one is allowed in the testing area other than the applicant.

Refrain from drinking more than 8 ounces of fluid in the 2 hours prior to giving urine sample. An abundance of fluid will result in a "dilute" reading which constitutes a "flagged" situation. It will keep you from attending clinicals and requires immediate re-testing with additional cost.

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