

## **Background Checks**

Students who are conditionally accepted into the Program must pass a background check before beginning the Program.

Responsibility: Applicant, Human Resources Department, Program Director  
Standard: Human Resources

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Clinical education settings provide vital hands-on experience for a student as he or she advances in his or her education. The student is involved in patient contact and should be held to the same standards of patient safety as any hospital employee. Regional West uses background checks to assure students enrolled in the Program do not have a criminal history that may indicate a safety risk to patients, staff or fellow students.

All conditionally accepted students are required to successfully complete a pre-acceptance background check prior to beginning the Program. A background check is done only after an applicant has been conditionally accepted into the Program. The background check will be performed in compliance with the Fair Credit Reporting Act. This information will not be used as a basis for denying enrollment unless the information indicates the conditionally accepted student is not suitable for the position.

All information obtained from the background check process will only be used as part of the pre-enrollment process and will be kept confidential.

The Human Resources Department at Regional West is responsible for all aspects of the background check process for conditional students. The Human Resources Department will advise the Imaging Services Director who will notify the Program Director if any conditionally accepted student fails to pass the background check.

A conditionally accepted student who fails the background check will receive a certified letter from the Program Director. Receipt of this certified letter does not automatically exclude enrollment in the Program. The conditionally accepted student should contact the Program within five days of the receipt of the certified letter, if the student wants to appeal the finding of the background check or exclusion from enrollment. Failure to contact the Program within five days will result in the rescinding of the offer of enrollment.

### **APPEALS**

A criminal conviction does not automatically disqualify an applicant from consideration as a student at Regional West. The following items will be considered when evaluating the conviction:

- Nature and gravity of the criminal offense
- Nature of the duties and responsibilities of the individual as a student and prospective employee
- A pattern of other related criminal convictions
- Age of the applicant when the criminal offense occurred
- Time since the criminal conviction and/or completion of the sentence

If the student wishes to appeal this decision and continue the admission process, the student must meet with the Program Director and present in writing the reasons why the student should not be considered a risk to patient safety. This process must be completed within 10 days of receipt of the letter from Program Officials of ineligibility to enter the Program because of the results of the background check.

After the meeting, the Program Director will write a recommendation regarding admission to the Program within 5 days. The decision to accept the conditional student into the Program will be determined by the Educational Advisory Committee within 10 days after receipt of the recommendation. The Educational Advisory Committee may consult with legal counsel with questions regarding the appeal.

A student who has been arrested and/or convicted of a felony offense, drug or alcohol related offense, certain offences involving moral turpitude, or violation of academic honor codes prior to admission or during the course of the Radiologic Technology Program may not be eligible for certification and registration by the American Registry of Radiologic Technologist (ARRT).

An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a request for a pre-application review with the ARRT in order to obtain a ruling of impact of a felony, misdemeanor or honor code violations on the student's eligibility for certification and registration.

A pre-application review procedure for the ARRT exam is available at the ARRT website at: [www.arrt.org](http://www.arrt.org)

**Banner Health:**

The Community Hospital in Torrington, a subsidiary of Banner Health, requires its own background check for students rotating through that clinical educational setting. This process is handled by MyClinicalExchange.com. MyClinicalExchange.com will notify the Program and the student if a student fails to pass Banner Health's background check. A student who fails this background check but not the previous background

checks will not be scheduled for clinical education rotations at Community Hospital.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

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