

## **Policy: Background Check and Drug Screen**

**Responsible Party:** Associate Dean of Admissions and Student Affairs

**COCA Element:** 5.3 and 9.8

**Review Frequency:** Annually and as needed.

### **1. Purpose**

To ensure the safety and well-being of students and patients, and to meet mandatory contractual and liability standards with clinical agencies, all medical students are required to successfully complete a background check and drug screening prior to matriculation and again prior to beginning clinical rotations in the third year of medical school.

### **2. Policy**

All entering students must complete the background check and drug screening within **90 days prior to matriculation**. No student will be permitted to attend orientation or classes until this requirement has been met, unless excused by the Associate Dean for Admissions and Student Affairs.

- **Entering Students:** Failed background checks or positive drug screenings will be reviewed by the Admissions Committee for reconsideration of acceptance in consultation with the Office of General Counsel. Entering students may have an opportunity to retest at the discretion of the Admissions Committee.
- **Enrolled students:** Failed background checks or positive drug screenings will be referred to the Professionalism Committee. The committee will review in consultation with the Office of General Counsel to determine an appropriate course of action.

Applicants and students charged with conviction of, or who plead guilty or no contest to, a felony or misdemeanor crime must notify the UNC COM Office of Admissions and Student Affairs within **ten (10) business days** of the charge or conviction.

**Note:** Marijuana is classified as a Schedule I controlled substance under federal law ([DEA Drug Scheduling](#)) and is a prohibited substance under this policy, regardless of state law.

### **3. Background Check Process**

- A. UNC COM will publish background check requirements and disqualifying offenses in its student handbook.
- B. Students will be informed of the requirement upon admission and will be provided with the process for obtaining the background check through a designated third-party vendor. Additional background checks may be required during the program, depending on the clinical agency's requirements.
- C. Students are responsible for all costs associated with background checks at the time of admission. UNC COM will cover costs for enrolled students.
- D. The background investigation may include, but is not limited to:
  - Social Security Number trace
  - Residential history search
  - Nationwide sex offender registry
  - Federal, state, and county criminal history record searches
  - Motor vehicle record search
  - Employment and education verification
  - Office of Inspector General (OIG) Sanction Report
  - General Services Administration (GSA) Excluded Parties List
  - Office of Foreign Asset Control (OFAC) terrorist list
  - FBI fingerprint and NCIC files
  - Central registry for child protection (if applicable)
- E. Students with disqualifying criminal offenses as defined by UNC policy or applicable law will not be allowed to start or continue in the program. UNC COM appropriate committees will review in consultation with the Office of General Counsel.
- F. Any student who refuses to complete the background check or provides false/misleading information may face denial of admission or dismissal from the program.

#### **4. Drug Screening Process**

- A. UNC COM will publish drug screening requirements in its student handbook.
- B. Students will be informed of the requirement upon admission and will be provided with the process for completing the drug screen through a designated third-party vendor. Random or additional screenings may be required based on clinical agency requirements.
- C. Students are responsible for all costs associated with drug screening at the time of admission. UNC COM will cover costs for enrolled students.
- D. For program compliance, UNC COM will use a **12-panel drug screen**, which tests for:
  - Cannabis
  - Cocaine
  - Opioids
  - Benzodiazepines
  - Amphetamines
  - Barbiturates
  - Methadone
  - Methaqualone

- Propoxyphene
  - Phencyclidine
  - MDMA (ecstasy)
  - Expanded Opioids
- E. The vendor's Medical Review Officer will review all results to determine the final status. Students with positive results may request verification if they believe extenuating circumstances apply.
- F. UNC COM will review positive screenings. These may result in denial of admission, dismissal, or referral to the appropriate committee.
- G. Students who fail to complete required drug screenings by the deadline may not be permitted to begin or continue the program.