MCTC & Division of Allied Health and Life Sciences Procedure
CRIMINAL BACKGROUND CHECK / DRUG TESTING PROCEDURES

Criminal Background Checks Procedure

Marshall Community and Technical College and the Division of Allied Health and Life Sciences are committed to safeguarding the health and safety of community members. Therefore, in order to uphold the highest standard of care for those clinical internship sites requiring a criminal background check, all students entering their site for clinical training must complete the following:

1. Student will complete an application/authorization for submission to a criminal background check.
2. Each student must satisfactorily complete a criminal background check prior to entry into the clinical internship of all Allied Health and Life Sciences programs, and any other time as requested.
3. The completed form will be forwarded to the testing agency by the Dean of Allied Health and Life Sciences.
4. The completed report will be sent to the Dean of Allied Health and Life Sciences at which time a determination will be made that may include consultation with the Program Coordinator and/or the clinical internship sit to determine qualified placement. A student convicted of a FELONY or MISDEMEANOR or pending charges MAY be excluded from placement into clinical experiences by health agencies.
   **It is the student’s responsibility to inform the Coordinator of their program of study of any felony, misdemeanor or conviction. Any falsification or omission on the program application or other forms may result in disciplinary action including dismissal from the program.**

5. Pending felony and/or misdemeanor charges or convictions that occur during the clinical internship must be reported immediately to the Dean of Allied Health and Life Sciences with documentation. Exclusion from clinical agencies and experiences and/or dismissal from the program may occur after review of charges or convictions.

Drug Testing Procedure

Drug Test with Admission to an Allied Health and Life Sciences Program

Marshall Community and Technical College and the Division of Allied Health and Life Sciences are committed to safeguarding the health and safety of community members and maintaining a drug-free environment. Therefore, in order to uphold the highest standard of care, clinical internship sites may require a drug screen test for all students admitted to their site for training.

1. The alcohol and drug test must occur at a date, time and laboratory approved by the departments. The type of specimen is at the discretion of the appropriate department.
2. It is the student’s responsibility to determine from his/her physician whether prescribed medications may affect program performance and to disclose a list of medications prior to testing. Validation of prescriptions must be supplied promptly upon request for the drugs identified by the student.
3. Many prescription drugs alter mental status and may impair the student's ability to perform in the classroom or clinical setting. It is the student's responsibility to discuss the effects of prescription drugs with his/her physician. Impairment in the classroom or clinical setting is not permissible regardless of the source.

4. Any attempt to alter the drug test, prevent collection (example but not limited to: shaving hair), positive or diluted test results, failure to follow the procedure, failure to have the test performed on the date and time by the approved company, or refusal of a drug screen will result in dismissal from the clinical internship site selection process. Any future reapplication to an Allied Health and Life Sciences program may not be considered.

5. Any positive or diluted results may be challenged one time by the student. Upon notification of the test results, the student must immediately contact the appropriate college division to request retesting. The consent for retesting, laboratory to do the retest, and type of specimen is at the discretion of the Division of Allied Health and Life Sciences.

6. Cost of retesting is the responsibility of the student.

7. The student may not enter the clinical internship site for training until negative drug test results are received for the challenged test.

8. During each clinical internship, a random drug/chemical screen(s) may be requested by the Division of Allied Health and Life Sciences. Failure to comply immediately with the drug/chemical screen(s) will result in dismissal from the Program.

9. Results of drug screen will be forwarded to the Dean of Allied Health and Life Sciences and a determination will be made, which may include consultation with the Program Coordinator.

**Drug/Chemical Dependency**

If a student has received or is currently receiving treatment for drug/chemical dependency, please have a copy of the discharge summary, printed on the facility's letterhead, sent directly to the Dean of Allied Health and Life Sciences. The student must also submit a letter detailing their progress in recovery. Additional information regarding drug/chemical dependency and treatment may be requested at any time.

**Disclaimer:**

A student has the right to refuse a drug test.

However, refusal to have the drug test, failure to follow the procedure/directions prescribed by the Division of Allied Health and Life Sciences will result in withdrawing the student’s selection to the program or will result in dismissal from the program after enrollment. Any future reapplication will not be considered for any Allied Health and Life Sciences program at MCTC.

Effective date: **October 5, 2009**

Approved by: **Dr. Keith Cotroneo, MCTC President**

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President Date