
	Background Check and Health Screening Policy – PA Program	Type:	Tier * 3
		Original Effective Date:	
		Current (Revised) Date:	April 1, 2016
		Contact:	PA Program
Approval Signature: 		Date of Signature:	April 1, 2016
Name and Title: Zachary Hartsell, PA-C, MPAS, Program Director, PA Program			

1) General Policy Statement:

All students who enter the Wake Forest School of Medicine PA Program will be required to have a health screening and a criminal background check completed prior to matriculation.

- a) Scope: All Wake Forest PA Program students are responsible for complying with this policy.
- b) Responsible Department/Party/Parties:
 - i. Policy Owner: PA Program Policy Committee
 - ii. Procedure: The PA Program Policy Committee is charged with determining and defining the procedures relative to implementation and administration of this policy in conjunction with the Director of PA Student Services and the PA Student Progress Committee.
 - iii. Supervision: The PA Program Director is charged with managing compliance with regulations and operations to which this policy applies.
 - iv. Implementation: PA Policy Committee with the Director of Student Services

2) Policy Guidelines:

A signed *Background Check Authorization Form* will be obtained from each applicant who has accepted an offer of admission to the program. The charge for this will be covered by the deposit paid by the student on acceptance to the program. The offer of admission is conditional upon results of the background check and health screening.

The criminal background check includes but is not limited to the following:

- a National Sex Offender Registry search
- a determination of areas of residence for the past seven years through a Social Security Number check
- a state and local (county)-level search based on areas of residence for the past seven years for:
 - all levels of criminal offense

- all types of adjudications
- all legal processes not yet resolved
- all types of offenses

Should the background check yield any criminal information, the offer of admission may be revoked.

One copy of the background check will be kept in the student's confidential academic file, and one copy will be given to the student upon matriculation.

Acceptance into the Wake Forest University School of Medicine PA Program does not imply or guarantee that the student will be able to obtain state licensure upon graduation.

3) Review/Revision/Implementation

a) Review Cycle: This policy shall be reviewed by the PA Program Policy Committee at least every 3 years from the effective date.

b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy. The PA Program will also house this policy in a policy database.

4) Related Policies

5) Governing Law or Regulations

6) Attachments

7) Revision Dates