

Project Vida Health Center  
Community Psychiatry Residency  
Graduate Medical Education Policies and Procedures

**Criminal Background Check**

APPROVED: 11/1/2023

EFFECTIVE DATE: 11/1/2023

REVISED:

**Purpose:** The purpose of this Criminal Background Check Policy is to establish clear guidelines for conducting criminal background checks on applicants to the ACGME accredited residency program(s). This policy is designed to ensure the safety of patients, staff, and the overall integrity of our program while complying with ACGME standards.

**Policy:** A criminal background check and review of the registered sex offender list is required for all new residents hired by Project Vida Health Center before the start of the first date of work.

- 1. Eligibility for Residency Program Applicants:** All applicants to the ACGME accredited residency program are subject to a criminal background check as a condition of eligibility for program acceptance. This policy applies to all candidates, whether they are US citizens, permanent residents, or international medical graduates.
- 2. Authorization and Consent:** Prior to the initiation of a background check, each applicant will be required to provide written authorization and consent. The applicant's signature on the application form will serve as this authorization.
- 3. Criminal Background Check Scope:** The criminal background check will encompass a national and/or international scope, as required, to identify any prior criminal convictions or pending charges, including but not limited to felonies and misdemeanors. It may include checks of federal, state, and local criminal databases, as well as international checks for international medical graduates.
- 4. Timing of Background Checks:** Criminal background checks will be initiated upon acceptance of an applicant to the residency program, with the results expected before the official start date of the program.
- 5. Disclosure of Criminal History:** Applicants are required to disclose any prior criminal history during the application process. Failure to disclose accurate information may result in disqualification from the program.

6. Review and Evaluation: A designated committee or individual responsible for the selection process will review the results of the criminal background check. Applicants with criminal convictions or pending charges will be evaluated on a case-by-case basis, taking into consideration the nature of the offense and its relevance to their eligibility for the program.

Procedures:

1. Applicant Notification: All applicants will be informed in writing that a criminal background check is a requirement for program eligibility.

2. Authorization and Consent: Applicants will be provided with the necessary forms to provide written authorization and consent for the background check. This authorization will be obtained with the submission of the application.

3. Criminal Background Check Initiation: The residency program will initiate the criminal background check through an authorized background check service provider.

4. Evaluation: A designated committee, as determined by the program, will review the results of the criminal background check.

5. Review Process: Applicants with a criminal history will be contacted and provided an opportunity to discuss their background, circumstances, and rehabilitation efforts.

6. Decision: The committee or individual responsible for evaluation will decide regarding program acceptance based on the findings and the applicant's overall qualifications.

7. Confidentiality: All criminal background check results and related discussions will be handled confidentially and in accordance with applicable laws and regulations.

8. Notification: Applicants will be notified in writing of the decision regarding their acceptance into the program based on the results of the criminal background check.

This Criminal Background Check Policy and Procedures will be maintained and updated as necessary to comply with PVHC and ACGME standards and relevant laws and regulations. It is an integral part of ensuring the safety, integrity, and quality of our ACGME accredited residency program.