

**COLLEGE OF MEDICINE
UNIVERSITY OF SASKATCHEWAN**

CRIMINAL RECORD CHECK POLICY AND PROCEDURES

All Saskatchewan citizens have the right to receive and/or provide health care in a safe environment. All students have the potential to be placed in a sensitive position of trust as part of the medical education experience.

Students accepted to the College of Medicine, University of Saskatchewan M.D. Program will be required to undergo a Criminal Record Check (CRC), including Vulnerable Sector Screening, conducted at their expense subsequent to an offer of admission and no later than the first day of First Year Orientation. The CRC will be used for the purposes of considering admission to the College of Medicine as well as determining whether an applicant would meet licensure and accrediting standards to train as a medical student by the College of Physicians and Surgeons of Saskatchewan and the Provincial Health Regions as necessary to complete the M.D. Program. Hereinafter, reference to CRC implies both the Criminal Record Check and Vulnerable Sector Screening.

The Admissions Committee has the right to place any applicant on hold based on information provided at the point of application. Upon receipt of the CRC, the Admissions Committee will make a decision about the suitability of a candidate for admission.

“Not Clear” Criminal Record Check

In the event the Admissions Committee decides to offer admission to an applicant who does not have a *clear* CRC, the applicant’s CRC will be forwarded to a *Criminal Record Check Review (CRCR) Committee* for review.

The Director of Admissions shall appoint three faculty members to form the CRCR Committee. The Director of Admissions will attend meetings of the CRCR Committee, but will not have a vote when making the final decision to admit the applicant, withdraw the offer of acceptance, or require deferral (as described below).

Members of the CRCR Committee shall be familiar with the licensing standards of the College of Physicians and Surgeons of Saskatchewan (CPSS) and the relevant policies of the health regions and other clinical teaching sites. Appointed members shall not be current members of the Admissions Committee.

Procedures for the *Criminal Record Check Review (CRCR) Committee*

The CRCR Committee may, upon review of the CRC, decide that the offer of admission should stand. However, if it does not so decide, it will invite the applicant to appear before the Committee to discuss the results of the CRC. If the applicant declines to appear, the CRCR Committee meeting will proceed in the absence of the applicant.

The applicant may invite a single person to accompany him/her for support at this meeting; however, the CRCR Committee will hear from and conduct the discussion with the applicant only.

In addition to or as an alternative to appearing before the Committee, the applicant may make a submission in writing.

Provided there is no additional relevant information to be obtained and considered, the CRCR Committee will make a decision within 3 working days of the meeting. If there is additional relevant information, the applicant will be given an opportunity to respond to it in writing before the Committee makes its decision.

The CRCR Committee will make one of the following decisions:

- that the offer of admission should stand (with or without conditions);
- that the offer of admission shall be withdrawn; or
- that the offer of admission shall be deferred for up to one year pending the outcome of any ongoing legal processes related to matters contained in the CRC.

If the CRCR Committee reaches the latter decision, the outcome of any ongoing legal procedures related to the CRC will be reviewed by the CRCR Committee with regard to suitability of the applicant for admission. If ongoing legal processes related to matters contained in the CRC are not resolved within one year, the offer of admission shall be automatically withdrawn.

Prior to making a decision, the CRCR Committee will take into consideration such factors as the following:

- the relevancy of the offence or charge to an applicant's enrolment in or completion of the program,
- the date of the conviction,
- the seriousness of the charge or conviction,
- the applicant's/student's full and open disclosure of information during the admission process or subsequently, and
- efforts at rehabilitation

If the CRCR Committee is considering admission of an applicant, the CRCR Committee will consult with the CPSS and the Saskatoon Health Region (SHR) Medical Affairs Office. This will include providing copies of the applicant's CRC to the CPSS and the SHR. Both the CPSS and the SHR Medical Affairs Office must be in agreement, that the applicant is likely to be accepted onto the educational register of the CPSS and permitted to train within the SHR, respectively*. Agreement on admission by the CPSS and the SHR Medical Affairs Office indicates that the applicant can function as an undergraduate medical student trainee anywhere within the Province of Saskatchewan. The CRCR Committee will also give due consideration to the situation of students who are Canadian Permanent Residents, and who may have police checks emanating from non-Canadian sources.

[*Final approval would require subsequent review through the relevant processes of these bodies according to their own bylaws which would only occur following acceptance to the M.D. Program.]

The decision of the CRCR Committee to withdraw an offer of admission or require that an offer of admission be deferred is final.

The CRCR Committee may allow an applicant to be admitted despite a "not clear" CRC. As required, medical and/or educational institutions outside of the Province of Saskatchewan will be informed of the "not clear" CRC, including receiving a copy of the documentation, and have the right to refuse the student for clinical placements (i.e., electives). Students denied such placement on the grounds of a "not clear" CRC must realize that their training opportunities may be limited accordingly.

Submission of false or misleading information or withholding of information will result in the withdrawal of an offer of admission to the M.D. Program or expulsion from the M.D. Program in the event that a material misstatement/fraud is later discovered or in the event of future criminal convictions. Other Canadian Medical Schools/Colleges, as well as the applicant's current undergraduate institution, will be notified.

Responsibilities of students:

Students must:

- acknowledge, in writing, that they have read and understood the CRC Policy related to admission to the College of Medicine undergraduate program;
- in the event of a ‘not clear’ CRC, provide authorization to the Undergraduate Medical Education Office of the College of Medicine to release information to other medical and/or educational institutions as needed;
- immediately report (the expectation is within one week/five working days) any criminal convictions and/or outstanding charges that occur after the date of the original CRC (Note: failure to report any criminal convictions and/or outstanding charges that have occurred after the initial CRC, will be grounds for disciplinary action, including possible revocation of an offer of admission or possible expulsion from the College of Medicine); and
- be responsible for any cost associated with obtaining a CRC.

Information for Students – Process to Obtain a Criminal Record Check

The CRC and Vulnerable Sector Screening can be obtained, at the applicant’s expense, from the local police service or Royal Canadian Mounted Police. Please request two original copies – one for submission to the College of Medicine and one to keep for your own records. Processing time for the CRC application may take up to six weeks. Applicants receiving an offer of admission from the College of Medicine, University of Saskatchewan must submit copies of their current CRC and Vulnerable Sector Screening no later than the first day of Orientation of the year of entry. The CRC and Vulnerable Sector Screening must be dated subsequent to an offer of admission, or in the case of a deferral, at the time of the acceptance of the deferred seat.

Residents of Saskatoon – see the Saskatoon Police Service website at www.police.saskatoon.sk.ca

Residents of Regina – see the Regina Police Service website at www.reginapolice.ca

Additional information about Canadian Criminal Record Check – see www.rcmp-grc.gc.ca/

Statement of Acknowledgement of Criminal Record Check Policy for Acceptance Form

The Criminal Record Check Policy will be posted on the Admissions website. The following acknowledgement of the policy will be included on the Admissions Acceptance Form:

____ (Initial) I acknowledge that I have read, understand, and agree to the terms of the Criminal Record Check Policy of the U of S, College of Medicine <http://www.medicine.usask.ca/education/medical/undergrad/prospective-students/admissions/Applicant%20Information/criminal-record-check.php>. In addition, I understand the offer of admission to me is conditional upon the U of S College of Medicine’s receipt and review of my Criminal Record Check, including a vulnerable sector screening. Both must be completed subsequent to an admissions offer and are due by the first day of Orientation. The Criminal Record Check and vulnerable sector screen are to be submitted to the Admissions Office.

Added Statement relating to Fingerprint process of Vulnerable Sector Screening:

____ (Initial) If I am required to complete the extended fingerprint process for the Vulnerable Sector Screening, I attest that the expected outcome will be clear. If the outcome is not clear, I understand that my case will be immediately reviewed by the Criminal Record Check Review Committee with possible outcomes as described in the Criminal Record Check Policy.