

Student Police Information Check

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Police Information Check Process and Procedure

The following guideline is for any person with responsibility and/or accountability for compliance with **Article 3.7 Police Information Check** of the Alberta Health Service's (AHS) Student Placement Agreement.

Police Information Check

A Police Information Check is that which is defined by the Canadian Police Information Centre's Policy on the *Dissemination of Criminal Record Information* for which is based on the *Ministerial Directive: Concerning the Release of Criminal Record Information* by the Royal Canadian Mounted Police.

Article 3.7 of the Student Placement Agreement

The following is a replication of the information provided in Alberta Health Services' Student Placement Agreement Article 3.7:

1. The Educational Institution will inform the Student and Instructor of the requirement that each provide to the Educational Institution a Police Information Check, as is required by AHS for the purpose of permitting a Placement, and if the Student or Instructor be in a position of trust or authority toward the patients or clients of AHS at any time during a Placement, the Educational Institution will inform the Student and Instructor that the Police Information Check must include a vulnerable sector search.
2. The Student and Instructor are only required by AHS to provide the Educational Institution with a Police Information Check one time, provided the Student maintains enrolment in the Educational Program, and the Instructor maintains employment with the Educational Institution with no lapse of more than two (2) consecutive full terms. The Educational Institution is not required to ensure a Police Information Check is completed by the Instructor for the purpose of the Placement if the Instructor is also an employee of AHS.
3. The Educational Institution will determine the date of collection for Police Information Checks to be some time prior to the commencement of the first Placement for the Student and Instructor.
4. The Educational Institution will ensure that it only accepts from Students and Instructors Police Information Checks whereby the date on the Police Information Check is not more than ninety (90) days prior to the date of collection and should specify the purpose for the Police Information Check request as "a Student/Instructor Placement with a healthcare organization".
5. The Educational Institution will advise the Student and Instructor that should a Police Information Check disclose the existence of a criminal record or any other police information, the Educational Institution will:

- a. provide to the AHS Representative the name of the Student or Instructor and confirm the Student's enrollment in the Educational Program or the Instructor's employment with the Educational Institution as described in Article 3.7(b) of this Agreement, and
 - b. provide to the AHS Representative the Student or Instructor's original Police Information Check, or direct the Student or Instructor to provide the original Police Information Check to the AHS Representative.
6. Where a Police Information Check obtained from the Royal Canadian Mounted Police (RCMP) shows any one or more boxes checked off indicating that information "may or may not exist", the Educational Institution will direct the Student or Instructor to
 - a. follow up with the RCMP to obtain original documentation showing the absence or existence of a criminal record or any other police information, and
 - b. provide this follow up documentation to the Educational Institution along with the Police Information Check.
7. Upon AHS receiving an original Police Information Check and any additional information required by AHS, AHS will conduct a risk assessment and determine whether to permit, delay, restrict, or deny the Student's or Instructor's access to AHS sites or facilities. The AHS Representative will advise the Educational Institution of the determination.
8. The Educational Institution will require the Student throughout the Student's enrolment in the Educational Program and the Instructor throughout the Instructor's participation in Placements as part of the Educational Program through the Instructor's employment as described in Section 3.7(b) to self-report any change in criminal convictions or criminal charges to the Educational Institution.
9. The Educational Institution will communicate to the AHS Representative any change in criminal convictions or criminal charges self-reported by a Student or Instructor. AHS may require from the Student or Instructor a new Police Information Check, and if applicable a vulnerable sector search, and may conduct a risk assessment and determine whether to permit, delay, restrict or deny the Student's or the Instructor's access to AHS sites or facilities. The AHS Representative will advise the Educational Institution of the determination.

PIC Risk Assessment

The following is for general information only. It is a synopsis of the AHS PIC Risk Assessment that is required in all instances where a Student or Instructor, for the purpose of Placement with AHS as part of the Educational Program, presents to the Educational Institution a PIC that discloses the existence of a criminal record or any other police information.

The objectives of the PIC Risk Assessment are to:

- protect the safety and security of vulnerable persons in the care of AHS' employees and representatives;
- protect significant financial, information and technological assets of AHS;
- maintain public trust and confidence in AHS' employees and representatives;
- provide a safe workplace for AHS' employees and representatives;
- safeguard organizational infrastructure and functions essential to the provision of safe, effective and accessible health care services; and
- ensure legislative compliance.

In general, the PIC Risk Assessment examines the Student's PIC and all other supporting documentation provided according to the following criteria:

1. that which is related to the **offence** such as
 - a. the seriousness of the offence
 - b. the recency of the offence.
2. that which is related to the nature of the **information** such as
 - a. the extent for which the offence has been investigated or proven
 - b. any conditions of release i.e. a restraining order
3. that which is related to the **individual** such as
 - a. the student's age at time of offence
 - b. the student's cooperation and forthrightness during the PIC Risk Assessment process
4. that which is related to the **placement** such as
 - a. would the behaviour, if repeated, reasonably pose a threat of neglect or abuse to vulnerable persons?
 - b. relevance of offence to the Placement
5. that which is related to AHS as a **health care organization** such as
 - a. relevance of offence to Police Information Check Risk Assessment objectives
 - b. if known, would the nature of the offence hinder public trust in AHS?

Appeals

Once the PIC Risk Assessment decision is made and communicated to the Educational Institution Representative (who in turn shares this decision with the Student or Instructor), the decision is final and cannot be appealed. However, should the Student or Instructor be in possession of objective information that was not provided at the time a decision was made which may give cause for a review, this information can be presented to AHS for consideration following the PIC Risk Assessment Process.

Student PIC Roles & Responsibilities

Education Institution

It is responsibility of the educational institution to:

- inform the student and instructor of the PIC prerequisite, required by AHS for the purpose of permitting a placement
- inform the student and instructor of the VSS prerequisite, if they will be in a position of trust or authority toward the patients or clients at any time during a placement
- ensure that it does not receive a PIC from a Student or Instructor dated more than 90 days from the set date of collection
- if the Student's PIC discloses the existence of a criminal record or any other police information, the educational institution must notify AHS immediately. Delay in doing so may require the Student to obtain a new PIC, which could delay the start of the Student's Placement
- require the student and instructor to self-report any change in criminal convictions or criminal charges to the Educational Institution
- inform AHS representative of any change in criminal convictions or criminal charges self-reported by a student or instructor

*If the instructor is also an employee of AHS, the educational institution is not required to ensure a PIC is completed by the instructor, for the purpose of the placement.

Student and Instructor

It is responsibility of the student and instructor to:

- provide to the educational institution a PIC one time, as required by AHS, provided that the student maintains enrolment in the educational program, and the Instructor maintains employment with the educational institution with no lapse of more than two (2) consecutive full terms

AHS

It is responsibility of AHS to:

- conduct a risk assessment and determine whether to permit, delay, restrict or deny the student's or instructor's access to AHS sites or facilities if the PIC and VSS are not clear
- advise the educational institution of the determination.

Student PIC Glossary of Terms

Adjudication - means the process by which the AHS Employee Relations team determines if a non-clear PIC is satisfactory to allow the applicant access to AHS patients and facilities. This involves a risk assessment based on the information disclosed and its relevance to the position.

Clear Check - means that no information of potential concern has been identified by the agency (i.e. police service) that conducted the check.

Criminal Record Check (CRC) - means a search by municipal police or RCMP that is conducted within the jurisdiction of where the applicant resides.

Educational institution - means an institution offering clinical and non-clinical programs of study which require a student to complete a placement, and may require an instructor to participate in the placement.

Instructor - means a person nominated by educational institution or AHS responsible for the supervision of a student on placement.

Non-Clear Check - means that some information has been identified by the agency conducting the check; it is then up to AHS to review that information to determine whether it impacts the individual's suitability for the position sought and whether any other measures are warranted.

Not Satisfactory Check – means a non-clear check that has been evaluated, through a risk assessment, by AHS Employee Relations Security Screening that results in an adjudication decision that the individual cannot be engaged by AHS in that capacity.

Placement – means the Practicum placement of a student for the purpose of fulfilling the practical component of their educational program.

Police Information Check (PIC) - means a detailed criminal and police history, or a confirmation of the absence of any information, based on the personal information provided. It includes a search for criminal convictions, outstanding charges and other local police information, such as court records and withdrawn charges. All students and instructors completing a placement within AHS require a PIC.

Position of Trust and Authority - means being in a situation where someone has a level of control or influence over a vulnerable person.

The following criteria define such a position:

- Some type of relationship exists between the individual and the vulnerable person (more than a momentary interaction)
- Unsupervised access (not of a fleeting nature)
- Responsibility for the provision of health care or related services to the vulnerable person, including:
 - Medical Care
 - Handling and/or administering medication

- Counseling
- Personal care services (personal hygiene, dressing, etc.)
- Transportation or accompaniment services
- Security or protective services
 - Responsible for the safety or well being of the vulnerable person
 - Responsible for handling or safekeeping of the vulnerable person's possessions (money, credit/debit cards, jewelry, identification, etc.)
- The individual exercises some degree of control or decision-making or power over the vulnerable person
- The vulnerable person is otherwise dependent or reliant upon the individual

Satisfactory Check – means a clear check as identified by the police agency or a non-clear check that subsequent to adjudication by the AHS Employee Relations Security Screening team has been evaluated and is deemed to have minimal to no risk to the patients and/or AHS.

Satisfactory With Conditions Check - means a check will be deemed satisfactory with conditions in instances where a court disposition may impact the applicant's capacity to perform duties associated with their designated position. Conditions may also be placed on an applicant's satisfactory check when the nature of their check is such that their engagement by AHS, in the role for which the applicant has applied, poses a minimal and acceptable risk that can be managed by AHS through position modification, if and when this is feasible.

Student – means an individual registered in an educational program participating in the placement and excludes post graduate medical residents, fellows, or any other student who receives a wage or salary directly from AHS.

Vulnerable Sector Search (VSS) – means a record check to identify the existence of pardoned sexual offence convictions. Only a police service can conduct a VSS. A VSS is required in addition to the PIC for positions of trust or authority towards patients.