

Policy Title	Background Screening & Criminal Charge Disclosure
Policy Number:	SOMI 9.01
Department:	SOMI
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2023
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	SOMI

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to inform students that background screening is common practice in healthcare settings and is required by clinical education sites utilized by the School.

III. Purpose

The purpose of this policy is to establish a uniform method for background screening on initial contingency acceptance into SOMI.

IV. Scope

This policy applies to all applicants and enrolled students at SOMI.

V. Policy Details

Initial Admission Screening

All conditionally accepted applicants for Bon Secours St. Mary's Hospital School of Medical Imaging Radiologic Technology Program will be required to undergo screening, which includes: Criminal Background Check, Child Protective Services, and Nationwide Sex Offender Public Registry Search. The rationale for this requirement includes fostering patient safety and increasing public trust in the healthcare profession.

Applicants with offenses are required to complete the American Registry of Radiologic Technologists (ARRT) pre-approval process prior to applying to the School. This process is conducted by the ARRT and is fee based. A copy of the ARRT approval must be submitted at the time of application. Information about pre-approval can be obtained by visiting the ARRT website at www.arrt.org. Questionable offenses, regardless of how long ago they were

committed, must also be cleared by the ARRT prior to completing the application process. Dismissed charges that required action must be reported as well.

Documentation of approval through the ARRT Ethics Committee must be submitted with application. Failure to receive approval from the ARRT prior to submitting an application will result in immediate halt of the admission process.

All Screenings

Information obtained through a criminal background check will be treated by the School as confidential. Students are required to report any offenses that occur while enrolled in the School to a school official and to the ARRT Ethics Committee for approval to continue in the program.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

ACA 2.01 SOMI Admissions Requirements

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	5/5/2020	N/A	New Template & Revisions	N/A	CDDAA
2.0	3/4/2022	N/A	Revisions	1.0	CDDAA
3.0	7/17/2023	7/17/2026	New Template, New Numbering & Revisions	2.0	DCRM
1	7/17/2023	7/17/2026	Version changed – BSMH Template Adopted	2.0	DCRM

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.