

STUDENT NOTIFICATION OF

CRIMINAL BACKGROUND CHECK AND URINE DRUG SCREEN REQUIREMENT   
(Revised 11/2019)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been informed that a criminal background check and initial drug screen, through PreCheck Inc., is required for my program of study. I understand that my instructor(s) will assign the PreCheck results to clinical/practicum/externship site(s) prior to my attendance. The clinical site will determine my eligibility to complete clinical/practicum/externship hours at their facility based on this information. If I am unable to participate in clinical/practicum/externship based on the criminal background record or drug screen results, I will not be able to complete the program requirements and will be withdrawn from the program. I understand a representative of Southeastern Technical College may review my PreCheck report.

I understand I have 90 days to obtain a free copy of my report by logging into mystudentcheck.com. I understand that if I am denied entry into a clinical rotation because of information on my report that I should contact PreCheck by calling the Adverse Action Hotline at 1-800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and dispute anything reported. I also understand that all disputes are to be handled through PreCheck and **NOT** the clinical site. **If I take it upon myself to contact a clinical site to dispute a report, I may be immediately withdrawn from the program.**

If, after the initial criminal background check has been submitted, I am arrested for and/or convicted of a crime, I will notify both my instructor and the clinical/ practicum/externship site in writing. The clinical/ practicum/externship site will determine my eligibility to continue at the site based on the circumstances of the arrest and/or conviction.

Student Name (please print)

Student Signature Date

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**(If under the age of 17, parent or legal guardian must sign here**)

*SOUTHEASTERN TECHNICAL COLLEGE****Urine Drug Screen Procedure***

The purpose of this procedure is to define the process for completion of the Forensic Drug Screen and Criminal Background Check. Urine drug screens are required for specified Health Science Programs (refer to the *STC Catalog and Student Handbook* for the programs requiring drug screens). The time the urine drug screen is performed will vary with each program. Each instructor will assign a deadline for the collection of the specimen; however, the collection will occur within a time frame of 24 hours or less. Drug screening must be completed, and results reviewed, prior to any clinical practice. The cost of the drug screen and background check is the sole responsibility of the student.

The type of drug screen required has been prearranged with PreCheck, Quest Diagnostics, Smith Rural Clinical, or Emanuel Medical Center in Swainsboro. The student must use PreCheck for the initial drug screen.

If the urine drug screen is positive for any illegal substance(s), the student may be immediately be withdrawn from the program.

Should there be a diluted specimen or inconclusive drug screen result, the student may be required to take a second drug screen or be dropped from the program of study. The second screening will be at the student’s expense. This second screening must take place within 24 hours of being notified by the instructor, and prior to the student returning to class. If the results of the second drug screen are positive the student may be dropped from his/her program of study.

                If a student takes any prescription drugs that may cause a positive drug screen, he/she has 5 business days from the notification of the positive drug screen results to provide one of the following types of documentation to the STC representative:  Prescription with applicable student name (must have been written prior to drug screen collection date) or print out of medications filled at applicable student’s pharmacy. Students will also submit documentation to the MRO for follow-up and review by a specified deadline.During this 5-day period the student will not be allowed to participate in any direct patient care activities in the lab or clinical setting. If required documentation is not provided the student may be immediately withdrawn from all program courses.

Quest Diagnostics or Emanuel Medical Center will only be used if a student is suspected of being under the influence of any drugs or alcohol during class lecture and/or clinical time. The cost of the drug screen is the sole responsibility of the student. The student will immediately be sent to a Quest Lab or Emanuel Medical Center to have the urine specimen collected. The student will go to the appropriate Southeastern Technical College Business Office within two business days of the collection and pay for the drug screen. Full payment must be paid by the deadline or the student will not be allowed to return to class/lab/clinical. The official copy of the results will be sent directly to Southeastern Technical College. Students will be required to present a current student ID or photo ID at the time of collection. The results of the urine drug screen will be kept on file by the designate college representative and forwarded to assigned clinical sites upon their request.

If the student refuses to have the additional drug screen performed, they may be withdrawn from the program.  
 **Students are NOT to leave or abandon the lab collection area during any part of the urine collection procedure for ANY reason. This may result in immediate dismissal from the program.**

**\*\***Please remember: Even though a student may provide written proof from a physician regarding mood/behavior altering medications they are taking, action and judgment in the classroom, lab, and clinical setting cannot be impaired in any way. If the student cannot function in a safer manner, the student may be withdrawn from the program course.

Students Name (Print) Signature Date

Instructors Name (Print) Signature Date

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