

**UNIVERSITY COUNCIL  
ACADEMIC PROGRAMS COMMITTEE  
REQUEST FOR DECISION**

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**PRESENTED BY:** Len Proctor, Chair, Academic Programs Committee of Council

**DATE OF MEETING:** October 21, 2010

**SUBJECT:** **College of Medicine: revision to admission requirements**

**DECISION REQUESTED:**

*It is recommended:*

That Council approve the revision to the College of Medicine admission requirements to require a criminal records check for accepted students, effective September 2011

**PURPOSE:**

University Council approves changes in admission requirements.

**SUMMARY:**

At its June, 2010 meeting, Council approved the implementation of a Criminal Records Check for students accepted to the College of Medicine for September 2010 admission. The College of Medicine has now approved a proposal to implement the Criminal Records Check requirement on a permanent basis.

At its Sept. 29 meeting, the Academic Programs Committee discussed this proposal with Admissions Director Barry Ziola and coordinator Heather Mandeville. Committee members agreed that the implementation of this requirement is necessary for medical students because they cannot undertake clinical work without it. The proposed Criminal Records Check Review Committee will provide an appropriate review of individual cases if necessary. The Academic Programs Committee agreed to recommend approval of this admission requirement.

**ATTACHMENTS:**

Report for Decision to Faculty Council, College of Medicine, September 20, 2010

**COLLEGE OF MEDICINE  
FACULTY COUNCIL**

**COMMITTEE REPORT FORM**

COMMITTEE: Medical Education Steering Committee

COMMITTEE CHAIR: Dr. Penny Davis (motion presented by Dr. Barry Ziola)

This Report should be placed on the Faculty Council Agenda for:

- ☐ No Report
- ☐ Information Only
- ☐ Discussion
- ☒ Decision

The motion in this report was approved at the September 15, 2010 College of Medicine Faculty Council Meeting and is being put forward to Academic Programs Committee (Sept. 29, 2010) and University Council (Oct. 21, 2010) for ratification.

Note: A slight revision in the wording of the Acceptance Form Statement is needed based on the recent requirement for more individuals requesting "Vulnerable Sector Screening" to submit fingerprints which can delay the process by 2-6 months. A minority of the incoming students each year will be required to go through the extended process involving fingerprinting. In such cases, the students involved will be required to sign a declaration regarding the expected outcome of the Vulnerable Sector Screening (see last page with Statement of Acknowledge that will appear on the College of Medicine Acceptance Form).

- ☐ The following items are of particular interest to the Faculty Council, but do not require any action.
- ☒ The following items require action/approval by University Council.

Signature



Date

September 20, 2010

**REPORT FOR DECISION TO FACULTY COUNCIL**  
**APPROVED - September 15, 2010**

**MOTION:**

**All applicants offered admission will be required to submit a criminal record check (CRC), including vulnerable sector screening, to the College of Medicine by August 15 of the year of entry (must be current as of May 15 or later). Students offered admission will be held to the Criminal Record Check Policy & Procedures as attached.**

**Note: The attached Criminal Record Check Policy & Procedures supersedes the One-Year Interim CRC Policy (i.e., for 2010 class entrants only) implemented at the May 19, 2010 College of Medicine Faculty Council Meeting.**

On behalf of the Medical Education Steering Committee Committee,



for: Dr. Penny Davis  
Acting Chair, Medical Education Steering Committee

**Subject**

Requirement of a CRC of incoming medical students.

**Decision requested**

At the May 2010 meeting of Council, the College of Medicine approved a one-year interim CRC (including a vulnerable sector check) of incoming undergraduate students for fall 2010 entry. A notice-of-motion for the interim CRC had been tabled at the previous Council Meeting in March.

At the May 2010 Council meeting, the Medical Education Steering Committee also brought forward a notice-of-motion for implementation of a full CRC Policy and Procedures. A decision is requested concerning implementation of this CRC as of the incoming class of 2011.

**Rationale for Criminal Record Check and Vulnerable Sector Screening**

Medical students undertake significant portions of their education in settings that can involve vulnerable individuals. This places a student in a sensitive position of trust during their medical education. For this reason, a CRC, including Vulnerable Sector Screening, is being recommended to ensure all citizens of Saskatchewan (and beyond) receive health care in a safe environment. Please see the CRC Policy and Procedures document attached for the details of the policy and processes that will be followed.

Successful applicants to our medical school are currently required to self-disclose criminal history/charges on both the application to the M.D. Program and the Medical Student Registration Application through the College of Physicians and Surgeons of Saskatchewan (CP&S-SK). Through the requirement of a CRC, including Vulnerable Sector Screening, at the point of acceptance, the College of Medicine is ensuring the accuracy of information reported on both of these forms. In addition to protecting the citizens of the province and beyond, and making informed decisions about who is admitted, it is of upmost importance to the College of Medicine to only admit applicants to the M.D. Program who are able to complete their medical degree. In other words, an applicant with serious criminal history/charges who would not be granted Educational Licensure through the CP&S-SK would not be able to complete the necessary clinical training required to graduate.

Lastly, rationale for requesting a Criminal Record Check includes the desire to arrive at common policies and procedures with other Canadian medical colleges. Many medical students participate in electives (clinical

rotations) across the country, and having a Criminal Record Check required at the point of entry will streamline the application process involved with electives done outside of Saskatchewan.

**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 after May 15<sup>th</sup> and no later than August 15<sup>th</sup> to register in the program. 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;
- 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.

Students registered in the M.D. Program will be required to submit a subsequent CRC prior to clerkship training. As required, medical and/or educational institutions outside of the Province of Saskatchewan will be informed of a "not clear" on the subsequent 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;
- report 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 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 August 15<sup>th</sup> of the year of entry. The CRC and Vulnerable Sector Screening cannot be dated earlier than May 15<sup>th</sup> of the year of admission.

Residents of Saskatoon – see the Saskatoon Police Service website at [www.police.saskatoon.sk.ca](http://www.police.saskatoon.sk.ca)

Residents of Regina – see the Regina Police Service website at [www.reginapolice.ca](http://www.reginapolice.ca)

Additional information about Canadian Criminal Record Check – see [www.rcmp-grc.gc.ca/](http://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. As well, each applicant will be sent a copy with their offer of admission (by email and regular mail). The following acknowledgement of the policy will be included on the Admissions Acceptance Form:

\_\_\_\_\_ I acknowledge that I have read, understand, and agree to the terms of the Criminal Record Check Policy and  
Initial Procedures of the U of S, College of Medicine. In addition, I understand the offer of admission made to me is conditional upon the U of S College of Medicine's receipt and review of my Criminal Record Check, including vulnerable sector screening, due August 15<sup>th</sup> of the year of entry.

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Added Statement relating to Fingerprint process of Vulnerable Sector Screening:

\_\_\_\_\_ If I am required to complete the extended fingerprint process for the Vulnerable Sector Screening, I attest that  
Initial 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.