

Policy on Criminal Background Checks and Behavior that Might Impact on Continued Status at the University of Pittsburgh School of Medicine

I. PURPOSE

The University of Pittsburgh School of Medicine (UPSOM) has a commitment to train competent and caring physicians who behave in a professional and ethical manner. Therefore, UPSOM has developed a policy regarding behavior that impacts on professionalism of the candidates being considered and accepted for admission. Full and prompt disclosure of all information about the applicant that may have bearing on the ability to become a caring and compassionate professional is expected.

Training at UPSOM requires rotations through various hospitals and medical facilities external to UPSOM, and such facilities may require a criminal background check, an Act 33/34/73 clearance, fingerprinting and in some institutions a drug screen to determine whether the student is qualified to do a rotation or to be admitted at that facility. Additionally, in order to become licensed, many states will inquire as to whether the applicant has been convicted of a misdemeanor, a felony, or a felonious or illegal act associated with alcohol and/or substance abuse.

II. SCOPE

This policy applies to:

- UPSOM Medical School Applicants
- UPSOM Medical School Students
- UPSOM Office of Admissions & Financial Aid Staff
- UPSOM Office of Student Affairs

III. POLICY

Information is collected during the admissions process regarding unethical or illegal behavior.

AMCAS application: The AMCAS application requires the applicant to indicate whether there has been any institutional action regarding unprofessional behavior, and provide an explanation. AMCAS performs Criminal Background Checks (CBC) on all AMCAS applicants who indicate their application is to go to the UPSOM. CBC may be negative or positive for: Dishonorable discharge from the military, Felony conviction, and/or Misdemeanor.

Secondary (Supplemental) Application: The secondary application contains question(s) asking each applicant to state whether they have a felony conviction. Each applicant will be asked to certify that all of the information contained in the application is factually correct, honestly

presented, and contains no significant omissions. If at a later date, it becomes clear that this is not true, the University may revoke any offer of admission it makes or dismiss the applicant from the University.

Consideration for Admission to UPSOM: Academic citations/infractions, institutional actions and positive CBC will be reviewed at the time of decision regarding invitation to interview but will not automatically preclude invitation to interview. During interview with admissions personnel, further information will be gathered regarding either positive CBC or academic misbehavior if this is deemed appropriate. Additional information on outcomes of any adjudication may be requested in writing. The UPSOM Admissions Committee, at the time of consideration of the candidate for admission, will be made aware of institutional actions and positive CBC and all information available concerning this matter. The UPSOM Admissions Committee members then will rank the candidate taking into consideration all aspects of the candidate's application.

Withdrawal of Admission Offer: The admissions office must be informed promptly of any serious infraction including academic or legal actions sustained between the period of secondary application submission and matriculation. All accepted applicants are expected to notify the UPSOM Admissions Office immediately if charged with a felony or misdemeanor in the intervening period between acceptance and matriculation. Identification of inaccurate information, misleading information, information reflecting poorly on the applicant's moral standards and/or omissions may also lead to reconsideration of the admissions decision. A subcommittee consisting of the Associate Dean of Admissions, Assistant Dean of Admissions, Associate Dean of Student Affairs, Assistant Dean of Student Affairs and a student representative will decide on whether the admission should be rescinded. The candidate will have the right to appeal to the decision of this committee. Such appeal will be submitted to the Dean of the medical school who will make the final decision.

At Matriculation: Any new information concerning felony, misdemeanors or unprofessional behavior subsequent to the AMCAS application must be revealed at this time. If new information concerning such activity comes to light, the admission may be revoked. This decision will be made by the above designated sub-committee.

After Matriculation: Any new information about felonies, misdemeanors, or use of illegal substances must be reported to the Office of Student Affairs at the University of Pittsburgh School of Medicine as soon as practical. This information would be reviewed by the Committee on Student Promotions which has the authority to dismiss a student for unprofessional behavior.

IV. POLICY AUTHOR(S)

- Office of Admissions & Financial Aid

V. RELATED POLICIES AND PROCEDURES

UPSOM Code of Professionalism

VI. REFERENCES

- LCME Standard 10.3: Policies Regarding Student Selection/Progress and Their Dissemination:
The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

VII. APPROVALS

Originally approved by USPOM Dean and Executive Committee on October 12, 2010.

Educational Policy Council, revision approved 7/26/23.

Executive Committee, revision approved 2/12/24.

Dean, School of Medicine, revision approved 8/28/24.