

## **Police Record Check Policy Change - FAQs**

### **What is the change?**

Students entering Year 3 and Year 4 (Meds 2017 and Meds 2016) in September 2015 must submit a new Police Record Check and Vulnerable Sector Screening (VSS) to the Learner Equity & Wellness Office by **August 15, 2015**. In most clinical settings, a police check is considered expired if it was completed more 12 months prior to the current date. In order to ensure that your Police and Vulnerable Sector Screen will remain valid for the length of your academic year, we ask that the documentation that you submit be no older than 3 months old as of August 15<sup>th</sup>. If your police record check and VSS will expire during your clerkship or electives period, you must renew it prior to the expiry date and submit your new documentation to the Learner Equity & Wellness Office.

### **How far in advance should I begin this process?**

Police records checks can take time...start the process *at least* three months ahead of time so your clinical experiences are not limited.

### **Why should I get this done?**

This is now a requirement of the program and the clinical settings in which you must learn. Failure to complete this important step may result in a suspension of your clinical experiences until the clearance is received.

### **How can I get this screening done?**

Most police services have information on their websites regarding the steps to take to complete the police check and VSS process. Students may apply to London or Windsor Police Services if they can provide proof of a local address. Otherwise, students will need to go to their home police station.

### **My police station requires an Authorization letter in order to obtain the Vulnerable Sector Screen. How can I obtain this?**

Most police stations require a VSS Authorization letter from the School. Please contact the Learner Equity & Wellness Office for this letter. Determine well ahead of time what your local police service needs to fulfill our VSS application.

If you are applying for this through Toronto Police Services, please note that the School must fill out a form on your behalf and you must take the original form into Toronto Police Services in order to apply for the screening.

## **What if my documents come back unclear or I am aware of a situation that might impact my clearance?**

If you are aware that there is a situation that might be problematic, please contact the Assistant Dean, Learner Equity & Wellness (Undergraduate) ahead of time for consultation.

If a police records check and vulnerable sector screen comes back as unclear, your situation will be considered on a case-by-case basis. You may be asked to meet with members of the school to provide additional information and perspective.

## **Who can I contact with questions or more information?**

Learner Equity & Wellness Office, Schulich School of Medicine & Dentistry

### **London**

E. [equity.wellness@schulich.uwo.ca](mailto:equity.wellness@schulich.uwo.ca)

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### **Windsor**

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