

UNDERGRADUATE MEDICAL EDUCATION**SCHULICH SCHOOL OF MEDICINE & DENTISTRY****POLICE CHECKS FOR UNDERGRADUATE MEDICAL STUDENTS**

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PURPOSE

Medical students participate in many areas of patient care including vulnerable sectors during educational experiences in the Doctor of Medicine Program (MD Program) at the Schulich School of Medicine & Dentistry, Western University. To fulfill legal obligations and support patient, family and learner safety at affiliated institutions, organizations and/or other universities at which UME students undertake learning, students will be required annually to complete and file a Police Vulnerable Sector Check. This Police Check is required to ensure that appropriate cautions or concerns are identified prior to clinical exposure during MD Program learning.

DEFINITIONS

A Police Check is a name-based search of the local police service's criminal record files and the Royal Canadian Mounted Police National Repository for Criminal Records in Canada. There are two types of Police Checks commonly used, these are:

[Police Information Check:](#)

A Police Information Check is a check for criminal convictions, outstanding charges, non-convictions, and current judicial orders and police involvement.

[Police Vulnerable Sector Check:](#)

A Police Vulnerable Sector Check is a check for criminal convictions, outstanding charges, non-convictions, current judicial orders, police involvement and a query of the pardoned database (for sexual based offences) and Mental Health Act occurrences.

STATEMENT

A Police Vulnerable Sector Check, satisfactory to the School, is a mandatory requirement of the MD Program. Failure to complete and submit the Police Check by stated deadline may be considered a breach of professionalism. The details of how and when it will affect student registration and progression are as follows:

Admission

For the purposes of MD Program registration:

All students offered acceptance in the MD Program are required to file a current Police Information Check and a Police Vulnerable Sector Check. Failure to complete and submit a satisfactory Police Check report by the deadline may be grounds for rescinding the admission offer.

MD Program (see [Immunization, First Aid, and Police Records – Learner Experience](#))

For the purposes of any clinical educational experiences:

All students in Year 2 must submit the Criminal Record Disclosure and Consent Form by the stated deadline.

All students in Years 3 and 4 of the MD Program must submit a current Police Vulnerable Sector Check obtained within six (6) months of the stated deadline to progress to the next year of the UME curriculum.

Should a current Police Check not be submitted by the deadline, students will be suspended from clinical educational experiences.

All Police Vulnerable Sector Checks must be submitted through the process identified by the Learner Experience Office (LEO) by the posted deadline before the start of the new academic year (see [Immunization, First Aid, and Police Records – Learner Experience](#)).

Students must be aware that the processing time of Police Check documents varies by municipality. Students should plan accordingly to ensure documentation is received by the required due date.

Students who do not submit a current Police Check by the start of the academic year will not be permitted to commence studies.

LEO will provide the UME office with a current list each year of every student in each class who have not submitted their Police Check status before studies commence each September.

- Students who are late in filing a current Police Check will be required to make up the missed time to progress or graduate.

Students are responsible for the cost associated with procuring a Police Check.

Unsatisfactory Police Checks

When a student submits an unsatisfactory Police Check:

Students will meet with the Assistant Dean LEO (Undergraduate) and clarify the issues in question.

There will be a discussion between the Vice Dean UME and the Assistant Dean LEO (Undergraduate) after the issues are clarified to reach a decision on continuation in MD Program studies.

Students who fail the Police Check process may be asked by the Vice Dean UME to:

- File supportive documents clarifying why this failed or unsatisfactory check occurred,
- Take a one-year Leave of Absence from the MD Program pending

- clearance,
- Present a case to allow the student to remain in MD Program studies, or
- Be dismissed from the MD Program.

Appeal Process

Students who wish to appeal a decision arising from a failed Police Check should follow the [MD Program Assessment and Appeals](#) policy and the Western University Senate Review Board Academic.