

**STATEMENT 1.3.16 – Police Checks for Undergraduate Medical Students**  
**Undergraduate Medical Education**

Approved by:	Curriculum Committee
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**I. PURPOSE**

Students in the UME program are exposed to many areas of patient care including vulnerable sectors during the course of their learning in the Doctor of Medicine Program at the Schulich School of Medicine & Dentistry in Western University. In order to fulfill legal obligations and support patient, family and learner safety in affiliated institutions, organizations and/or other universities at which UME students undertake learning, students will be required to complete and file annually a Police Check. A Police Check is requested to ensure that appropriate cautions or concerns are identified prior to exposure to patient (actual and standardized) learning.

**II. 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:
  - i. Police Information Check
  - ii. Police Vulnerable Sector Check
- A *Police Information Check* is a check for criminal convictions, outstanding charges, non-convictions, and current judicial orders and police involvement.
- 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.

**III. STATEMENT**

- a. A Police Check will be used as a measure of student professionalism in the UME Program. The details of how and when it will affect student registration and progression are as follows:
  - i. **Admission**
    - 1. For the purposes of UME registration:
      - a. All students offered acceptance in the UME Program are required to file a current Police Information Check and a Police Vulnerable Sector Check. This must be submitted to the Office of Admissions prior to confirming registration in the UME Program.
  - ii. **UME Program**
    - 1. Given the nature of learning in the mandatory rotations of Year 3 and the current and future demands of other schools or programs to only allow electives with a current and valid Police Check:
      - a. All students in Years II and III of UME studies must submit a current Police Information Check obtained within six (6) months of progressing to the next year of the UME curriculum.

- b. All Police Information Checks and Police Vulnerable Sector Checks must be submitted to the Learner Equity & Wellness Office before the start of the new academic year in Year 3 and 4 of studies.
  - i. Students will understand 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.
- c. Students who do not submit a current Police Check by the start of the academic Year 3 and 4 will not be permitted to commence studies.
- d. The LEW office will furnish the UME office before studies commence each September with a current list each year of every student in each class and their Police Check status.
- e. Students who are late in filing a current Police Check will require accommodation for the year of studies:
  - i. For Clerkship this will mean completing rotations during the “Clinical Electives” time section.
  - ii. For Year 4 this may mean completing studies after the completion of the academic year and graduating in October.
- f. Students are responsible for the cost associated with procuring a Police Check.

**b. Failed Police Checks**

- i. When a student fails a Police Check:
  - 1. Students identified as failing the Police Check process will meet with the Assistant Dean LEW (Undergraduate) and clarify the issues in question.
  - 2. There will be a discussion between the Associate Dean UME and the Assistant Dean LEW (Undergraduate) after the issues are clarified to reach a decision on continuation in UME studies.
    - a. Students who fail the Police Check process may be asked by the Associate Dean UME to either:
      - i. Take one year Leave of Absence from UME studies.
      - ii. File supportive documents clarifying why this failed check has occurred.
      - iii. Present a case to allow the student to remain in UME studies.
      - iv. Leave the UME Program permanently.

**c. Appeal Process.**

- i. Students who wish to appeal a decision arising from a failed Police Check should follow the UME Appeal process at:  
[http://www.schulich.uwo.ca/medicine/undergraduate/docs/policies\\_statements/linked/1-3-7-Statement-on-Appeals.pdf](http://www.schulich.uwo.ca/medicine/undergraduate/docs/policies_statements/linked/1-3-7-Statement-on-Appeals.pdf) and the Western University Appeals process.