



School of Pharmacy

**SOP OP: 200.013 - Background Check, Drug Screen, Immunization and Certification Requirements for Students**

**PURPOSE:** The purpose of this policy is to set out the expectations for MUSOP students with regard to their required background check, drug screen, and immunization certification prior to enrollment in IPPE and APPE rotations.

**REVIEW Policy/Procedure:** This OP will be reviewed by September of every even-numbered year (2018) by the Student Affairs Committee and approved by the MUSOP faculty. Approved on 06/29/18.

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**Background:** Upon an offer of admission into the School of Pharmacy, all incoming students receive information regarding requirements including a background check, drug screen, immunizations and certification requirements. Rotation sites at a minimum require students to have completed background checks, drug screens, routine immunizations, 2-step TB Testing or equivalent, CPR and current influenza vaccination prior to being allowed to receive education at the site. It is the students' responsibility to complete these items in a timely manner and to have that information verified by our contracted agent.

Prior to starting their experiential course, students are provided instructions on immunizations, including flu shots and others, as well as CPR certification. Our contracted agent will provide assistance as necessary to the students. The background check and drug screen should be completed upon receipt of the instructions and prior to matriculation into the program. Students are subject to their admission offer being withdrawn by the Admissions Committee if their background check or drug screen indicate undisclosed concerns such as omissions or verified follow-up qualitative testing for a positive drug screen due to non-prescription medications. Students cannot be enrolled in subsequent semesters until all requirements including background checks, drug screens, routine immunizations, 2-step TB testing or equivalent, CPR and Flu vaccination have been verified by our contracted agent.

Students must have all requirements completed, *including any renewals* necessary, a minimum of ten working days prior to the start of their IPPE/APPE rotations. Failure to meet all immunization and certification and other similar requirements will result in:

- (1) The student receiving a Failing grade for the current rotation which may delay graduation.
- (2) The student receiving a negative Professional Evaluation Form (PEF).

Any student may be subject to a drug test or background check during their enrollment at MUSOP, as requested by the Associate Dean of Academic Affairs. Screenings may be random or directed due to probable cause. Refusals or results from drug screens or background checks that were unknown to school administrators at the time of admission may result in dismissal from MUSOP, as determined by the Associate Dean of Academic Affairs.

APPROVALS:

Gayle A. Brazeau, Ph. D. Dean	Date
Kim Broedel-Zaugg, R. Ph., M.B.A., Ph.D. Chair of Pharmacy Practice, Administration, and Research	Date
Eric Blough, Ph. D. Associate Dean for Academic and Curricular Affairs	Date
Terri Moran, M. S. Assistant Dean of Student Affairs	Date
Robert Stanton, M. B. A, Pharm. D., BCPS Assistant Dean for Experiential Learning	Date
Shelvy Campbell, Ph. D. Assistant Dean for Diversity and Inclusion	Date
Brittany Riley Pharm.D., BCPS Assistant Professor, DPPAR	Date

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Tim Long, Ph. D.  
Assistant Professor, DPSR

Date

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Karen Doss, M. A.  
Executive Assistant to the Dean

Date

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Christie Chaffin, C. P. A., M. B. A.,  
Director of Finance and Planning

Date

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Holly Dunmore, M. S.  
Director of Academic Information Systems

Date