City College MSUB Radiologic Technology Program Background Checks and Drug Screening

Prior to the start of clinical, all students must have successfully passed a comprehensive background check and drug screening. The background check is conducted by TRAK-1 and the drug screening can be conducted by Billings Clinic or St. Vincent’s Healthcare. Students selected into the program are responsible for all drug screening and background check fees.

CITY COLLEGE AT MONTANA STATE UNIVERSITY BILLINGS
POLICY FOR HEALTHCARE PROGRAMS
CRIMINAL BACKGROUND CHECKS AND URINE DRUG TESTING

To promote patient safety and decrease institutional liability, most clinical institutions require students to have cleared a criminal background and a urine drug check before they will permit the students in the clinical setting. To meet these requirements, City College requires that the check be done prior to placement in any clinical agency.

The criminal background and urine drug check is required to be done before the start of school and on a yearly basis at the student’s expense. Students with criminal background and/or urine drug checks that reveal a record and/or positive result will be evaluated individually by a faculty committee and the director to determine whether they will be admitted to the clinical sites. Failure to be admitted to clinical sites results in the inability to meet program objectives.

PROCEDURE:

1. Prospective students will be informed in college publications and web information that a criminal background check and urine drug testing will be required prior to beginning any clinical work.

2. Criminal Background Check:
   a. Contact TRAK-1 Technology at [https://www.smart-trak.com/msubillings](https://www.smart-trak.com/msubillings) and do the training that includes providing your information. When you get to the portfolio you are finished.
   b. Your cost is $40.00 plus the processing fee. The director of the nursing program will be able to access the results within 24-48 hours.

3. Urine Drug Testing:
   a. Contact Billings Clinic Occupational Health at 247-6200 to set up an appointment. Results must be obtained by director before January 13th. (1020 N 27th Street, Suite 301)
   b. Your cost is $30.00 for the initial testing. If the urine screen comes back positive then there will be an additional charge of $60.00 for evaluation and further testing.
4. Students with background checks and/or urine checks that reveal a record and/or positive result will be evaluated individually by a faculty committee and the director to determine whether they will be admitted to the clinical sites. If the drug screening results in evidence of illegal drugs, the policy of the clinical institution’s drug screening policies and practices shall determine the follow-up and consequences of such findings. Failure to be admitted to clinical sites results in the inability to meet program objectives.
   a. The faculty committee and director’s evaluations shall include, but not be limited to, the following factors:
      1) Number of offenses or misconduct and the circumstances of each;
      2) Length of time since the offense or misconduct occurred;
      3) Other relevant history;
      4) Evidence of applicant’s rehabilitation efforts;
      5) Severity of the offense or misconduct; and
      6) The relevance of the offense or misconduct to responsibilities of the clinical position.

**Impaired Student Policy**

Any drug that impairs your mental or physical abilities is not appropriate in the clinical setting. The MSU Billings Radiologic Technology Program has a zero (0) tolerance for alcohol and/or drugs in any student’s system during any course. All students of the RT program are expected to report for clinical, school and laboratory assignment with no alcohol or drugs or their metabolites in their bodies. Compliance with this policy is a condition of continued enrollment in this program. Failure or refusal of a student to cooperate fully, sign any required document, submit to any inspection or test or follow any prescribed course of substance abuse treatment will be grounds for dismissal.

**Enforcement of policy based on reasonable suspicion.**

**Alcohol/drug screening**

When the program (clinical or college) officials have a reasonable suspicion that illegal drugs or their metabolites are, or may be, present in a student’s body, the student will be required to submit to a urine alcohol/drug test immediately upon demand by the college or clinical education site. No testing of the student will be conducted without the student’s consent. HOWEVER, a student’s consent to urine drug/alcohol testing is required as a condition of continued enrollment. Refusal of the student to submit to such a test shall be treated as a failed drug test and shall be sufficient reason for termination from the Radiologic Technology Program. Any student failing such a test will be subject to dismissal from the program. Test results that indicate a violation of the policy will be considered a failure of the alcohol/drug test.

A reasonable suspicion may arise from the circumstances of a particular accident or injury occurring at the clinical site; from a physical altercation between student, instructors, clinical personnel and patient; from obvious impairment of physical or mental abilities such as slurred speech or difficulty in maintaining balance; from unexplained significant deterioration in clinical
performance or behavior, such as excessive absenteeism, from reports by instructors or clinical personnel of alcohol or drug use or impairment while at the clinical site; from student’s admissions regarding drug use; or from any other reasonable evidence giving rise to suspicion of impairment from or use of alcohol or illegal drugs. In addition, random drug screening is a policy.