

# BCAHC Practice Education Guideline

## Criminal Record Check

Date: September 2012

GL#1-2

---

### Introduction and Purpose:

Criminal Record Checks (CRC) help prevent the physical and sexual abuse of children and the physical, sexual and financial abuse of vulnerable adults by requiring individuals to whom this Act applies to undergo criminal record checks. All Post Secondary Institution (PSI) students and PSI educators have the potential to be placed in a sensitive position of trust as part of the practice education experience within Health Care Organizations (HCOs) and other community contexts or non-governmental organizations. “All individuals who work with children or vulnerable adults, or have unsupervised access to children or vulnerable adults in the ordinary course of their employment, or in the practice of an occupation, or during the course of an education program and who are employed by or licensed by, or receive regular ongoing operating funds from the provincial government are covered under the Criminal Records Review Act.”<sup>1</sup>

The purpose of this guideline is to outline the requirements for completion and proof of students and PSI educators CRCs for the practice education experience. Impact of not completing the CRC or an inability to provide proof on the practice education experienced is identified.

### Definitions

*Also refer to: Standardized Guideline definitions in Practice Education Guideline (PEG) Introductory Module.*

*Criminal Record Check (CRC):* means a criminal record review under the Criminal Records Review Act of BC. The following terms are defined by current and existing legislation<sup>2</sup>:

- Vulnerable adults
- Vulnerable children
- Relevant offence
- Educational program
- Governing body
- Outstanding charge or conviction
- Criminal Records Review Act

**Direct Supervision:** The supervisor is in the room to observe, support and correct the student<sup>3</sup>

---

<sup>1</sup> Ministry of Justice Government of British Columbia (MoJGBC) (nd) Criminal Record Checks – Children and Vulnerable Adults, Author: Victoria, BC. <http://www.pssg.gov.bc.ca/criminal-records-review/who-qualifies/index.htm#contractedcompanies>

<sup>2</sup> Ministry of Justice Government of British Columbia (MoJGBC) (June 13, 2012), *Criminal records review act [rsbc 1996] chapter 86*. Author: Victoria, BC. [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96086\\_01#section8](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96086_01#section8)

## **Practice Guideline Standards:**

All students registered in an educational program that requires placements with vulnerable children or vulnerable adults must **complete** a full criminal record check (CRC):

- prior to their first placement;
- every five years and
- upon any subsequent charge or conviction.

Students who do not have CRC clearance from the Ministry of Justice will not be able to complete any required clinical education experiences involving children or vulnerable adults.

PSI educators whose responsibilities include supervising placements with vulnerable children or vulnerable adults are expected to meet the equivalent clearance standards set out by the Criminal Records Review Act.

If the individual is registered with a governing body where a CRC is a condition of registration, the individual must provide evidence of their membership and the CRC requirement can be waived.

If the results of a check are to be forwarded to a third party, the individual must provide a written consent authorizing the release of the information to an individual or agency.

Inadequate or untimely evidence of meeting the requirements of the Criminal Records Review act may result in the inability of the student(s) to complete program requirements.

## **Roles and Responsibilities and Expectations:**

### *Post Secondary Institutions:*

Ensure that every registered student engaged in practice education with children and/or vulnerable adults undergoes a criminal record check and has received clearance from the Ministry of Justice.

Ensure PSI educators supervising practice education with children and/or vulnerable adults have the equivalent clearance expected of students.

Keep registered students and PSI educators aware of the requirements of this Act.

### *Students/PSI Educators*

---

<sup>3</sup> College of Physiotherapists of Ontario. (2006). B. Standards for professional practice: clinical education. Toronto, Ontario. Retrieved February 17, 2013 from: <http://www.collegept.org/college/content/pdf/en/guide/B.Clinical20%Education.pdf>

Provide a criminal record check authorization to the appropriate PSI administrator (or equivalent membership of a governing body where CRC is a condition of registration) in a timely manner.

Promptly report any new charge or conviction to the PSI and provide PSI with a criminal record check authorization for a further criminal record check.

Immediately disclose the existence of a new charge or conviction to the HCO that the student/PSI educator may be involved with a practice education placement.

*Health Care Organizations:*

Protect clients, as well as their respective family and visitors by ensuring that students and onsite PSI educators have completed the CRC process. It is the responsibility of the PSI to provide the HCO with that assurance.

**References and Resources**

Ministry of Justice Government of British Columbia (MoJGBC). (2012). *Criminal records review act [rsbc 1996] chapter 86*. Victoria, BC. [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96086\\_01#section8](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96086_01#section8)

Ministry of Justice Government of British Columbia (MoJGBC). (nd). *Criminal record checks – children and vulnerable adults*. Victoria, BC. <http://www.pssg.gov.bc.ca/criminal-records-review/who-qualifies/index.htm#contractedcompanies>

**Document Revision/Review History:**

<b>Revision #</b>	<b>Date</b>	<b>Author(s)</b>	<b>Brief Description of Change (reason for change)</b>
Original	February 2007		
1	July 2008		
2	September 2012	Diana Campbell (VIHA) Denise Poelzer (BCIT)	Change in CRC legislation, revised template and language.