

JOHNS HOPKINS UNIVERSITY
SCHOOL OF MEDICINE

POLICY ON CRIMINAL BACKGROUND INVESTIGATIONS OF
STUDENTS, HOUSESTAFF, AND CLINICAL AND RESEARCH FELLOWS

I. Statement of Policy

It is the policy of the Johns Hopkins University School of Medicine that admissions offers to prospective students in any professional or graduate program at the School of Medicine; interns, residents and clinical fellows in any Graduate Medical Education program sponsored by Johns Hopkins; and other clinical and research postdoctoral fellows at the School of Medicine are conditioned on a review of the prospective student's, trainee's or fellow's criminal background. The University reserves the right to rescind an offer of admission or appointment to any educational or training program to any individual whose background investigation reveals a history of criminal conduct:

- a. that the University reasonably determines increases the risk of harm to patients or individuals on Johns Hopkins premises; or
- b. that was not accurately disclosed in response to a direct question regarding criminal history on any application for admission or appointment in connection with the program; or
- c. that is inconsistent with the high standard of ethical conduct required of all members of the academic community or is otherwise unbecoming a member of the academic community.

II. Procedure

A. All offers of admission to professional or graduate programs, appointments to GME programs sponsored by Johns Hopkins or appointments to clinical or research fellowships will be specifically conditioned upon a criminal background investigation.

B. Background investigations will be carried out by the University or an agency on its behalf. The Office of Admission in the case of prospective medical students and program directors in the case of graduate programs, GME programs and clinical and research fellowships will be responsible for obtaining written authorizations from individuals who have received conditional offers of appointment to their training programs in the form established by the University and/or the agency.

C. The background investigation will consist of a verification of the name and social security number of the individual, confirmation of addresses in the United States in the past seven years, and disclosure of any felony and/or misdemeanor convictions for the seven year period immediately prior to the offer of appointment. Only convictions will be reported.

D. If the report reveals a discrepancy in name, social security number or addresses or discloses a conviction for a felony and/or misdemeanor in the past seven years, the University will make a copy of the report available to the individual. The individual will be permitted to provide the University with any additional information s/he wishes the University to consider concerning the information disclosed prior to the University's making a decision whether to withdraw the offer of admission or appointment.

E. Determining when an admissions offer may be withdrawn

1. In the case of prospective medical students, the Associate Dean of Admission and the Associate Dean for Student Affairs, with advice from the Vice President and General Counsel of the University or his or her designee, will make the final decision as to whether the offer is to be withdrawn.
2. In the case of prospective graduate students, the Program Director and Associate Dean for Graduate Biomedical Education with advice from the Vice President and General Counsel of the University or his or her designee will make the final decision as to whether the offer is to be withdrawn.
3. In the case of members of the housestaff and clinical fellows in GME programs, the Program Director, Department Chair and Designated Institutional Official, with advice from the Office of the Vice President and General Counsel of the University or his or her designee, will make the final decision as to whether the offer is to be withdrawn.
4. In the case of non-ACGME clinical fellows and research fellows, the preceptor and Associate Dean for Postdoctoral Affairs, with advice from the Vice President and General Counsel of the University or his or her designee, will make the final decision as to whether the appointment is to be withdrawn.

F. In the case of members of the housestaff and clinical fellows, the information will also be shared with the Medical Staff Office of The Johns Hopkins Hospital, the Johns Hopkins Bayview Medical Center or other hospital at which the individual is to be appointed. If, following its credentialing process, the hospital declines to appoint the individual to its housestaff or to clinical fellowship, the offer of appointment to the program will be withdrawn.

G. Any individual whose offer of admission or appointment is withdrawn in accordance with this procedure may appeal the decision to the Vice Dean for Education. Appeals will be limited to review of whether this procedure was followed. An appeal must be in writing stating the grounds for the appeal and must be received by the Vice Dean within seven (7) days of the date of the decision appealed from.

Contact Information for Associate Deans:

Ph.D. Students: Associate Dean for Graduate Biomedical Education,
Dr. Peter Espenshade, peter.espenshade@jhmi.edu

Residents/Fellows in ACGME Programs: Associate Dean for Graduate Medical
Education, Dr. Julia McMillan, jmcmill@jhmi.edu

Fellows in non-ACGME Programs: Associate Dean for Postdoctoral Affairs,
Dr. Martha Zeiger, mzeiger@jhmi.edu

Medical Students: Associate Dean for Admissions, Dr. James Weiss, jlweiss@jhmi.edu