

**POLICY: Police Record Check/ Police Vulnerable Sector Check (PVSC)**

<p><b>Developed by:</b> Vice President Human Resources and Support Services</p>	<p><b>Review or Revision by:</b> Vice President Human Resources and Support Services</p>
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<p><b>Approved by:</b>  Rod Carroll, Vice President Human Resources and Support Services</p>	<p><b>Signature(s):</b>  _____</p>

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**Policy Statement**

Guelph General Hospital exercises due diligence in screening all individuals being considered for a position at Guelph General Hospital. Due to the vulnerable nature of the patients entrusted to our care, all hospital staff, volunteers and students are required by the hospital to undergo a police record check or police vulnerable sector check (PVSC) prior to their hire, placement or volunteer service.

**Definitions**

**Police Record Check:** Is a search of the Canadian Police Information Centre (CPIC) database for any records pertaining to the requester of the check. It includes every criminal conviction for which a pardon has not been issued. Police record checks/PVSC are only done by the Police Service that has jurisdiction over the area where the individual resides.

**Police Vulnerable Sector Check (PVSC)** Is a search of the CPIC database for any records pertaining to the requester of the check. It includes convictions (including sexual offences), outstanding warrants, charges, and some judicial orders. In some cases, conditional or absolute discharge of offences.

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If a conditional or absolute discharge of offenses has been granted, the offences may no longer appear on an individual's record.

**Individual:** Includes employees (full or part-time), physicians, dentists, midwives, students, residents, volunteers, board members

**Vulnerable Person:** Normally refers to persons who, because of their age (under 18 years of age), a disability or other circumstances, whether temporary or permanent, are in a position of dependence on others, or, deemed by the hospital, to be at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

**Responsibilities/Accountabilities**

All new staff must provide a current (completed in the past six (6) months) police record check or PVSC before they can be confirmed in a position. If an individual does not provide a police record check or PVSC, they will no longer be eligible for a position.

Effective November 1, 2018, as per the *Police Record Check Reform Act*, Police Services will only complete a PVSC for individuals who will be in a position of trust or authority with a vulnerable person(s).

The hiring Director and/or Human Resources will determine which police check is a required. All front-line individuals who interact with patients require a PVSC. Appendix A provides guidelines regarding which individuals require a police record check and which individuals require a PVSC.

Volunteers and students will have their police record check or PVSC completed before they begin their position.

The Human Resources Department, Medical Staff Office or Volunteer/Student Services will review the results of a police record check or PVSC.

The presence of a police record does not automatically disqualify an individual from a position. Each situation will be assessed to determine if the individual would pose a risk to a vulnerable person(s). Consideration will be given to the following factors:

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- The nature of the offense and the number of convictions
- Sentence(s) received
- The length of time since the most recent conviction
- Any rehabilitative efforts made by the candidate
- Any submissions made by the candidate
- The specific duties and responsibilities with the position and the relevance of the particular criminal conviction to the position
- Any other factors deemed relevant by the Human Resources Department.

With the exception of a volunteer, the cost of a police record check or PVSC will be the responsibility of the individual. The hospital will reimburse the cost of a police record check or PVSC obtained by a volunteer.

**Confidentiality of Information**

Personal information will not be collected, used or disclosed without the prior written consent of the individual in question. The Police Service will release police record checks and/or PVSC only to the individual requesting the check.

Information collected with respect to a police record check or PVSC will be maintained in the individuals' Human Resources, Student/Volunteer or Professional Staff file. The information will be maintained in a secure manner for the duration of the individual's relationship with the hospital. Once an individual's relationship with the hospital concludes, all information obtained through the police record check or PVSC will be maintained for 7 years and then destroyed. The information will be used solely for the purpose that the release of the information was required. Information will not be altered in any manner.

**Reference legislation:** Police Record Check Reform Act, 2015

**Keywords**

Criminal  
Record  
Check

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Appendix A

This is a general guideline for determining which type of check (Police Record or PVSC) individuals being considered for a position at Guelph General Hospital should request. The list includes but is not limited to the following:

Police Record Check	PVSC
Administrative Staff Decision Support/Business Intelligence Dieticians Directors Employee Health Services Finance Foundation Human Resources IT Lab (working just in the lab) Managers Materials Management MDRD Organizational Development Pharmacy Registration Clerks Supervisors Switchboard Volunteer Department Staff Ward Clerks	Diagnostic Imaging Technologists Dietary Aides Facilities Housekeeping Infection Control Lab (collecting specimens) Nurse Practitioners Occupational Therapists OTA/PTA's Patient Relations Physiotherapists Porters RN's RPN's Respiratory Therapists Social Workers Unit Attendants Dentists Medical Students, Midwives Physicians Residents
Board Members Students in any of the above departments	Students in any of the above departments