

# **Criminal Background Check Guidelines**

## **Waisman Center**

### **May 1, 2013**

#### **Definition – Position of Trust:**

"Position of trust" is defined as a paid or volunteer position with responsibilities that require unsupervised or significant access to vulnerable populations. Vulnerable populations are defined as medical patients and minors--this policy defines minor as a person under the age of eighteen who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. This category also includes employees who are not directly working in those units, but have unsupervised access to the unit when the vulnerable population is present. This category does *not* include faculty or instructional academic staff performing regular teaching, service, and research responsibilities unless these responsibilities include unsupervised or significant access to vulnerable populations.

#### **Waisman Center Criteria for "Positions of Trust":**

Given this definition, following are our suggestions of which volunteers and employees (faculty, academic and classified staff, employees-in-training, student assistants and student hourly) to include:

1. *All* volunteers and employees of Waisman Center Early Childhood Program (WECP)—i.e., meet the criteria for significant access to minors as well as child care center.
2. *All* volunteers and employees of Waisman Center Clinics—i.e., meet the criteria for significant access to medical patients and minors as well as health care facility.
3. *All* employees with work space in "S" rooms/WECP/S wing—i.e., meet the criteria for "employees who are not directly working in those units (child care center/health care facility), but have unsupervised access to the unit when the vulnerable population is present." Room numbers include: S101, S101 (A,B,C,D,E,F,G,H,I), S106, S108, S110, S112, S114, S116, S118, S120, S121, S121A, S122, S123, S123A, S124, S125, S125A, S126, S127, S127A, S128 (A,B,C,D,E,F), S129, S129A, S130, S131, S131A, S133, S133A, S135, S135A, S137, S137A, S138A, S139, S140, S141, S142, S143, S144, S145, S147, S148, S149, S151, S153, S155, S155A, S157, S157A, S159, S161.
4. *All* employees with work space in clinics—i.e., meet the criteria for "employees who are not directly working in those units (child care center/health care facility), but have unsupervised access to the unit when the vulnerable population is present." Room numbers include: 102, 104, 106, 108, 115, 117, 120, 122, 123, 124, 125, 127, 129, 131, 132, 133, 134, 135, 137, 138, 139, 140, 141, 142, 145, 147, 149, 151, 152, 154, 155, 156, 157, 158, 159, 161, 163, 165, 167, 168 (A,B,C,D,E), 169, A124, A130.
5. UCEDD Clinicians who are not located in S wing but provide "medical" services—i.e., Community Ties Program Psychiatrists, Community Nursing Program Registered Nurses and others as identified by Paul White.
6. All leadership and staff of the Clinical Translational Core and Brain Imaging Cores.