

***Adult Criminal Record/Vulnerable Sector (ACRVS) Check,
Provincial Child Abuse Registry (PCAR) Check and Adult Registry Check (AARC)***

**PROGRAM REQUIREMENTS FOR ALL APPLICANTS
TO RRC RN REFRESHER PROGRAM**

Please do **NOT** complete the Adult Criminal Record/Vulnerable Sector Check, Provincial Child Abuse Registry Check and Adult Abuse Registry Check until you have been requested by Enrolment Services to do so. These checks are only acceptable for **SIX MONTHS**.

Red River College has a responsibility to ensure that program applicants are able to complete the requirements of the program for which they have applied. Facilities used for clinical practice courses in RRC Nursing Department Programs are requiring students to have ACRVS, PCAR and AARC checks.

Red River College Department of Nursing has a responsibility to ensure that students in, and graduates from, its programs have not engaged/do not engage in behavior that is harmful to the public for whom they are being educated to care for.

In order to register in programs offered through the Red River College Nursing Department, you are required to provide an:

1. official original written Adult Criminal Record/Vulnerable Sector (ACRVS) Check
2. official original written Provincial Child Abuse Registry (PCAR) Check
3. official original written Adult Abuse Registry Check (AARC)

A. GENERAL IMPLICATIONS OF A CRIMINAL RECORD

Should you have a criminal record, your application/program status will be reviewed to determine the implications of the conviction in relation to:

- a. whether or not you are able to complete the requirements of the program
- b. the professional mandate of nursing and nursing-related programs to protect the public

The following will be considered in making this determination:

- the nature of the crime/criminal record
- the time frame of the record
- the extent of the record and the number of convictions
- your record since the crime occurred
- the rules regarding pardons under the Criminal Code of Canada

In the case of programs leading to the practice of Registered Nursing, factors listed in B below will also be considered when reviewing an applicant/student who has a criminal record.

B. SPECIAL IMPLICATIONS OF A CRIMINAL RECORD FOR THE PROGRAMS INVOLVING REGISTERED NURSE EDUCATION

The regulations of the Registered Nurses Act of Manitoba (Section 5(2) (d)) requires all applicants for initial registration to disclose...

“a conviction for an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) and the Food and Drugs Act (Canada).”

Therefore, if you have a conviction such as is described above, you may be unable to obtain a license as a Registered Nurse (RN), regardless of whether or not you successfully complete a nursing education program.

C. IMPLICATIONS OF BEING LISTED ON THE CHILD ABUSE REGISTRY LIST

In the event that you have been listed on *Provincial Child Abuse Registry List*, you will be unable to take programs offered by the RRC Nursing Department.

If you have questions regarding this matter, please contact D. Werner at 204-632-2230.

HOW TO OBTAIN THE THREE CHECKS NEEDED

ADULT CRIMINAL RECORD/VULNERABLE SECTOR (ACRVS) CHECK

It is your personal responsibility to obtain the ACRVS check. Depending on where you live it can be obtained through the City of Winnipeg Police Department, the City of Brandon Police Department or the local RCMP detachment for your rural community.

For information related to City of Winnipeg, go to:

http://www.winnipeg.ca/police/pr/info_request.stm

For information related to RCMP Vulnerable Sector Verifications, go to:

<http://www.rcmp-grc.gc.ca/cr-ci/vulner/index-eng.htm>

NOTE: Processing of an ACRVS check takes ten days to 6 weeks.

An official written ACRVS check statement will be provided directly to you. The original of this ACRVS check statement must be mailed or brought to the designated individual in the RRC Nursing Department six to eight weeks **prior** to clinical practice. The check will be examined, recorded and returned to you in due course.

If the ACRVS check is received **later than the specified deadline**, you may be unable to proceed into the program.

In the event that you do have a criminal record, it will be reviewed in relation to the implications listed under A and B above, and a decision will be made as to your suitability to enter into the program.

PROVINCIAL CHILD ABUSE REGISTRY (PCAR) CHECK

It is your personal responsibility to obtain the PCAR check. For information, go to:

http://www.gov.mb.ca/fs/child/fam/child_abuse_registry.html

Phone inquiries: 204-945-6967 or 1-800-282-8069

NOTE: Processing of a PCAR check takes four to six weeks.

Child Abuse Registry Unit – Child Protection Branch
2nd floor - 777 Portage Avenue
Winnipeg, MB R3G 0N3

The official, written PCAR check will be provided directly to you. The original (not a copy) of the PCAR check must be mailed or brought to the designated individual in the RRC Nursing Department six to eight weeks **prior** to clinical practice. The form will be examined, recorded and returned to you in due course.

If the PCAR check is received **later than the specified deadline**, you may be unable to proceed into the program.

In the event that you are listed on the Provincial Child Abuse Registry List you will be unable to proceed into the program.

ADULT ABUSE REGISTRY CHECK (AARC)

It is your personal responsibility to obtain the AAR Check. For information, go to:

http://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html

Phone inquiries: 204-945-6967 or 1-800-282-8069

In person application available from Adult Abuse Registry Unit:

Provincial Services
1st Floor 777 Portage Avenue
Winnipeg, Manitoba R3G 0N3

NOTE: Processing of a AARC check takes four to six weeks.

The original (not a copy) of the AARC check must be mailed to the designated individual in the RRC Nursing Department six to eight weeks **prior** to clinical. The form will be examined, recorded and returned to you in due course.

If the AAR check is received **later than** the specified deadline, you may be unable to proceed into the program.

CURRENCY OF THE ACRVS CHECK, PCAR CHECK AND AAR CHECK

ACRVS Check, PCAR Check and AAR Check that are submitted to RRC must be current. These checks must not be dated earlier than **SIX MONTHS** before the start of your clinical program. Checks older than six months will **NOT** be accepted.

FAILURE TO DISCLOSE

1. Failure to formally disclose a charge or conviction of a criminal offense, or a listing on the Provincial Child Abuse Registry, or Provincial Adult Abuse Registry may invalidate an applicant's admission to an RRC Nursing Department Program. Discovery of failure to disclose after the applicant has been admitted to the program will result in the individual's status in the program being reviewed. This review may result in dismissal from the program.
2. Failure to formally disclose a charge or conviction of a criminal offense, or a listing on the on the Provincial Child Abuse Registry or Provincial Adult Abuse registry that occurs at any time during the program after admission, will result in the student's status in the program being reviewed. This review may result in dismissal from the program.
3. In order to obtain a license to practice Registered Nursing in the Province of Manitoba following completion of an approved RN education program, an individual must disclose to the College of Registered Nurses of Manitoba (CRNM) information about an ***“conviction for an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) and the Food and Drugs Act (Canada).”*** (The Regulations of the Registered Nurses Act of Manitoba (Section 5(2)(d)).

PROCESSING OF CONCERNS ABOUT THE ACRVS CHECK AND THE CONFIDENTIALITY OF DOCUMENTS

In normal circumstances, the nursing department individual charged with collecting and reviewing the documents will be the only RRC staff member to have access to the documents. If there is nothing of concern in the documents, they will be reviewed and recorded as received. The original documents will then be returned to the applicant/student. No copy of the documents will be kept on file at RRC.

If the staff member in charge of reviewing the documents has a concern about information in the documents, that concern will be shared with the Chair of Nursing. The staff member in charge of the documents and the Chair of Nursing will determine if the concern raised needs to be reviewed by the ACRVS Review Committee.

If it is determined that the ACRVS Review Committee must review and make recommendations about the issue in question, the information of concern will be shared with the ACRVS Review Committee members. **The information will be shared with the committee in a blind review process so that the individual cannot be identified.**

Once the ACRVS Review Committee has rendered their recommendations and a decision has been reached, the original documents will be returned to the applicant/student. No copy of the documents will be kept on file at RRC. The decision of the committee will be kept on file at RRC.

Appeals of decisions made in relation to issues of concern associated with an ACRVS check, PCAR check or AAR check can be filed in writing with:

Dean of Student Services Office
Red River College
Room D204
2055 Notre Dame Avenue
Winnipeg, MB R3H OJ9

WHERE TO SEND THE DOCUMENTS

Please ensure that the following **FOUR** documents are submitted no later than six to eight weeks prior to your clinical practice or your application may be cancelled.

1. Demographic information sheet (attached next)
2. Original official Adult Criminal Record/Vulnerable Sector (ACRVS) Check document
3. Original official Provincial Child Abuse Registry (PCAR) Check document
4. Original official Adult Abuse Registry (AARC) Check document

We will not accept faxed or e-mailed documents. Bring documents in person or mail to:

Diana Werner
Red River College
C6th floor Reception Area
2055 Notre Dame Avenue
Winnipeg, MB R3H OJ9

Phone # 204-632-2230

DEMOGRAPHIC INFORMATION SHEET

This form is to be submitted along with the Adult Criminal Record/Vulnerable Sector (ACRVS) Check, Provincial Child Abuse Registry (PCAR) Check and Adult Abuse Registry (AARC) Check

Indicate the program for which you have applied.

Bachelor of Nursing _____

Registered Nurse Refresher _____

Health Care Aide (full-time program) _____

STUDENT NUMBER: _____

NAME: _____
 LAST Name / **FIRST Name**

ADDRESS:

(Include Postal Code)

PHONE (DAY): _____

PHONE (EVENING): _____

E-MAIL: _____

FAX: _____

I have enclosed the following:

Check-off

Adult Criminal Record/Vulnerable Sector Check Original Document _____

Provincial Child Abuse Registry Check Original Document _____

Adult Abuse Registry Check Original Document _____

For Office Use Only

The above named applicant is eligible for admission into the above program.

Signature

Date