

University of Kentucky - HR Pre-Employment Screening (PES) Guidelines - Healthcare Colleges

Departments included: Nursing (7EXXX), Medicine (7HXXX), Pharmacy (7KXXX), Health Sciences (7NXXX), and Public Health (7PXXX)

Note: College of Dentistry (7AXXX) follows the Hospital/Clinical requirements.

Pre-Employment Screenings may include a Pre-Employment National Background Check (PNBC) and/or Pre-Employment Drug Screen (PDS).

Type of Hiring Action	Type of Position Offered to Candidate		
	Regular (Staff & Faculty)	Non-Regular/Temporary** (Any position not eligible for full benefits: On-Call, PRN, Pool, STEPS, Non-STEPS Temporary, Post Doc or Student)	Non-Service Fellows
Initial Hire*	PNBC + PDS	PNBC	None
Rehire - separated more than one year	PNBC + PDS	PNBC	<i>Non-Service Fellows are <u>not</u> employees and therefore <u>not</u> required to complete pre-employment screenings.</i>
Rehire - separated less than one year	PDS	None	
Transfer - Regular Employee	None	None	
Transfer - Non-regular Employee	PDS	None	

* **Initial Hire** is defined as any individual who has never worked for the university or has been separated from the university for more than one year.

** **Some part-time faculty positions** under Non-Regular/Temporary may need a PDS if healthcare credentialing is required for the role or if position falls under Joint Commission requirements.

Please Note:

- PNBC and PDS results are valid for one year. If candidate's original PNBC and/or PDS results are older than one year a repeat screening is required.
- An international candidate will NOT require a PNBC if they have entered the country within the past 12 months, however a PDS may be required.
- All screening requirements need to be successfully completed prior to the first day of work for regular positions. Non-Regular/Temporary positions the PES only needs to be initiated, however the department can implement standards to mimic regular position requirements for PNBC.
- House Staff (Resident) positions will be treated as "Regular" positions. Therefore, when an employee within a House Staff position transfers to another "Regular" position, no PES is required unless a separation of employment occurs.
- Positions with listed driving responsibilities will require a pre-employment motor vehicle record check.

Background:

Pre-Employment Drug Screen (PDS): As of May 1, 2005 all individuals not currently employed in a regular position are required to successfully complete a PDS prior to starting a position in designated UK departments.

Pre-Employment National Background Check (PNBC): As of July 12, 2006 all initial hires at the University of Kentucky per KRS 164.281 are required to complete a national background check as a condition of employment.

Additional Information:

HR Policy & Procedure 11.0 - Pre-Employment Screening

Updated: 7/2024