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).

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

* 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.

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: 8/2023