

**Policy Name:** Records Management  
**Policy Number:** ADM 1.04  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 6/7/2023  
**Version:** 1.2  
**Policy Status:** Approved

## I. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to identify data and information the School collects about students; prior, during, and following their education. The School also recognizes the privacy rights of current and previous students.

## II. Purpose

The purpose of this policy is to establish data collection on retention.

## III. Scope

This policy applies to the entire SOMI community: faculty, staff, students, and visitors.

## IV. Definitions

**FERPA** is the Family Educational Rights and Privacy Act of 1974.

## V. Policy Details

The School recognizes the following rights: knowledge of the existence and location of records and the purpose for which they are retained; to provide security for such materials; permit student access; disclosure of information and to challenge the information.

The following provisions are made in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA): student (current and former) files are maintained in a secure location and all records are kept in a confidential manner.

### **Student Records (current students) include:**

Reference Forms  
Financial Aid (Financial Aid Director's Office)  
High School and College Transcripts  
Complete Application  
All Acceptance Materials  
Admissions Checklist  
Copy of Medical Insurance Card  
Copy of CPR card

Final Official Transcript - also located in Student Information System (SIS)  
Copy of Certificate of Program Completion  
Release of Records  
Enrollment Agreement  
Background Checks  
Evidence of Continuous Learning - Requirements for Clinical (Clinical Compliance Learning Modules)  
Tuition Payment History (Bursar)  
Consultation/Advisement, Instructors notes, and Mid-semester Evaluations (Campus Nexus)  
Disciplinary Action letters

**Clinical Records (current students) include:**

SOMI uses Trajecsys; a centralized cloud-based clinical recordkeeping program, to store all clinical records.  
Clinical Competency Evaluations  
Clinical Time Off Requests  
Clinical Preceptor Evaluations  
Optional Technologist Evaluations  
Daily Logs (Patient record log/repeat documentation/attendance record)

**Records Maintenance**

A complete student file is maintained throughout the entirety of the program. It will include: all course materials such as attendance, exams, projects, papers, and presentations, all clinical documentation such as attendance, competency evaluations, competency exams, and patient records.

A student's permanent file includes maintenance of: complete application, all transcripts, all acceptance materials, proof of requests for security clearances, background checks, all program entry materials, enrollment agreement, documentation of continuous learning requirements, all instructor notes/evaluations/disciplinary actions, emergency contact information, CPR, and insurance cards. Documented completion of required competencies is maintained. After a student passes the registry examination, their student file is thinned. Exams, projects, and clinical records are reduced. Records on final grades and a student's complete clinical record and permanent student file is maintained for three (3) years post their successful completion of the program and passing of the registry examination. A student's permanent record will include: complete application, all transcripts, certificate of completion of the program, completed clinical competencies, enrollment agreement, disciplinary action letters, and final transcript. The permanent record will be maintained indefinitely and stored at an off-site storage facility.

**VI. Attachments**

N/A

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	4/1/2002	Initial Policy	CDDAA
1.1	6/1/2022	New Template & Revisions	CDDAA
1.2	8/1/2023	New Template	CDDAA