

POLICY G17 Records Maintenance

Policy Name: Records Maintenance
Policy Category & Number: G17
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: June 1, 2022
Version: 1.0
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. 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

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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 (Online 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

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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

V. Definitions:

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

VI. Attachments:

N/A

VII. Related Policies:

None

VIII. Disclaimers:

- a. 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	6/1/2022	New Template & Revisions	Dean