Bon Secours St. Francis Hospital

Annual Notice

I. This ACPE CPE program guarantees to its students the rights to inspect and review education records, to seek to amend them and to specify control over release of record information.

II. RSFH Directory information and how to opt out:

Directory information is student information not generally considered harmful or an invasion of privacy if released. RSFH directory information includes: name, address, email, telephone, previous education, and photograph. This information is sometimes published in the hospital newsletter at the beginning of a CPE program. Students may opt out completely from having directory information disclosed. Students may also choose to review and select directory information that is acceptable to the student for release. All other information is released only with the student's written, signed, dated consent specifying which records are being disclosed, to whom, and for what limited purpose.

Before releasing information, students must have received this Annual Notice. Current students can restrict directory information and/or record access at any time during attendance. Restrictions must be honored even after the student's departure. Former students cannot initiate new restrictions after departure.

III. The definition of student records:

A student record is: (1) any record (paper, electronic, video, audio, biometric etc.) directly related to the student from which the student's identity can be recognized; and (2) maintained by the education program/institution or a person acting for the institution.

IV. Bon Secours St. Francis Hospital record's management protocols.

ACPE requires that:

1. The program retains the following items indefinitely:

    - The application face sheet
    - The Use of Clinical Materials Consent Form

2. The program retains the following items from the student record for 6 years:

    a. The Certified Educator's end of unit evaluation.
    b. The student's response to the end of unit evaluation, if submitted
    c. The student's self-evaluation.

Note: Application face sheets for students who are not accepted into the CPE program are kept indefinitely. The written materials are destroyed per the HIPAA Guidelines of Roper St. Francis Healthcare

A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the record.

The ACPE educator will give each student the opportunity to write an addendum to the Educator's evaluation. This addendum is attached to the evaluation and is released with the evaluation when a proper release request has been received.

A copy of the ACPE educator's evaluation report will be given to the student within 21 days of completion of CPE unit. The student will be informed that the program will keep this evaluation for a minimum of six years, and it will not be available to anyone else except with written permission from the student. If the student's own evaluation is included, it will be kept with the educator's subject to the same provisions.

Time Extension for Educator's Evaluation per ACPE Standards. Educator's evaluation will be available to the student within 21 calendar days of the completion of the unit. To extend this deadline in rare, unusual circumstances, the educator may negotiate with the student and inform their assigned accreditation commissioner to extend this deadline (not to exceed 45 calendar days). The educator's evaluation will document this process, and such instances must be reported on the next annual report.

V. Education Officials and Legitimate Education Interest.

Only Educational Officials (ACPE Certified Educator/ACPE Certified Educator Candidate) will have access to student files for educational purposes without student consent. An example of a legitimate educational interest includes a ACPE educator accessing the application/biographical information of a student who is being supervised at the time by the ACPE educator. In addition, the CPE administrative assistant, charged with assisting with the custodial care of the CPE student records will also have access to the student files without student consent.

VI. Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at: *ACPE, 1 Concourse Pkwy, Suite 800, Atlanta, GA 30328 or via email: accreditation@acpe.edu*

Research: If information in student records or in a CPE educator's records is considered of research value, and a CPE program or ACPE desires to collect and use such material for research, a release form shall be made available for the person's signature. No personally identifiable material will be used for research without the person's written permission for its use.