

Bon Secours St. Francis Hospital

Annual Notice

I. This ACPE CPE center/program guarantees to its students the rights to inspect and review education records, to seek to amend them, to specified control over release of record information, and to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights.

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, religion, 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 record's management protocols.

The following materials are included in the CPE student record as required by ACPE for 10 years following the student's CPE experience:

- The face sheet with directory information,
- The CPE supervisor's evaluation report and the student's own evaluation report, if submitted.
- Note: Application materials for students who are not accepted into the CPE program are not kept by the center. The applicant is given the choice of having the materials returned or destroyed.

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. Grades are exempted from this right.

The CPE supervisor will give each student the opportunity to write an addendum to the Supervisor'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 CPE supervisor's evaluation report will be given to the student within 45 days of completion of CPE unit. The student will be informed that the center will keep this evaluation for a minimum of ten 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 supervisor's subject to the same provisions.

Time Extension for Supervisor's Evaluation per ACPE Standard 308.8.1: Supervisor's evaluation will be available to the student within 45 calendar days of the completion of the unit. To extend this deadline in rare unusual circumstances, the supervisor may negotiate with the student and receive approval from the regional accreditation chair to extend this deadline. The supervisor'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 (CPE Supervisor/Associate CPE Supervisor) will have access to student files for educational purposes without student consent. An example of a legitimate educational interest includes a CPE supervisor accessing the application/biographical information of a student who is being supervised at the time by the CPE supervisor. In addition, the CPE secretary, 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 these protocols may be reported to the Chair of the Accreditation Commission at: *ACPE, One West Court Square, Suite 325, Decatur, GA 30030.*

Research: If information in student records or in a CPE supervisor's records is considered of research value, and a CPE center 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.