

Bon Secours St. Mary's Hospital CPE Program

Annual Notice

The Bon Secours St. Mary's Hospital, Richmond, VA ACPE CPE center/program guarantees students the right to inspect and review education records, to seek to amend them, and to specify control over release of record information. Students will receive this Annual Notice as part of their acceptance package.

Directory of Information and Student Records

- **Directory information is student information not generally considered harmful or an invasion of privacy if released.** It includes the student's name, address, email, telephone, previous education, and photograph. 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.
- The student record is any document (paper, electronic, video, audio, biometric, etc.) related to the student from which the student's identity can be recognized and maintained by the education program or a person acting on behalf of this CPE program.
- Current students can restrict directory information and/or record access at any time during a CPE program. Restrictions must be honored even after the student's departure. Former students cannot initiate new restrictions after departure.

Management of Student Records

- **A student has the right to object to record content. If not negotiable,** the student may provide a written statement of his/her objection which **will be kept with and released with the record.**
- The CPE center's ACPE Certified Educator(s) will provide the student an end of unit evaluation within 21 days of the last day of the unit. The center will keep a copy of the student and educator authored evaluations for ten years. After ten years, the student file will be purged except for the student CPE application face sheet and the Use of Clinical Materials Consent Form. ACPE requires this CPE center to keep these two documents indefinitely. The CPE final evaluations will not be available to anyone outside the CPE program except with written permission from the student. If the student submits a written response to his/her evaluation, it will be kept with the educator's evaluation and subject to the same provisions. **Certain exceptions concerning the release of information exist to protect the health or safety of the student or others, and for the purpose of accreditation or complaint review, or as required for legal purposes. Before releasing materials in any of these circumstances, the center must consult first with the ACPE Executive Director or Associate Executive Director (ACPE.edu.)**
- Students are responsible for maintaining a copy of the student and educator authored CPE final evaluations.
- Student must give written consent for the center to send copies of educator and/or student written final evaluation to outside parties.
- Supervisory authored progress notes on a student belong exclusively to the educator. Progress notes will be kept separately from the student record.
- CPE students' records due for disposal (10 years) will be destroyed following the same hospital protocols established by HIPPA and the Bon Secours St. Mary's hospital to dispose patient's personal information.

Education Officials and Legitimate Education Interest.

- Only ACPE Certified Educator(s), ACPE Certified Associate Educator(s), contracted ACPE Certified Educator(s) when the primary educator is not available, and/or ACPE Certified Educator Candidates may 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 secretary charged with assisting with the custodial care of the CPE student records will also have access to the student files without student consent. Also, the administrator overseen the CPE program Dr. Peter Kim may retrieve files but cannot read or review without the student's written permission.

Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at:

**ACPE: The Standard for Spiritual Care and Education
1 Concourse Pkwy, Suite 800
Atlanta, GA 30328**

Or via email: accreditation@acpe.edu