

**Policy: G17 –Student Record Maintenance & Private Communication**

**Rev.: 1/2020**

Bon Secours Health System, Inc.  
Richmond Region  
St. Mary's Hospital  
Policy/Procedure

Policy Manual: School of Medical Imaging  
Section: Student – General

**Areas Affected: Students**

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**POLICY STATEMENT:**

The school collects and retains data and information about students prior, during and following their education. The school recognizes the privacy rights of current and previous students.

The school further 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:

Student (current and former) files are maintained in a secure location and all records are kept in a confidential manner.

**Student Records on 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  
Orientation Checklist  
Release of Records  
Permission to Photograph/Video Tape  
Honor Pledge  
Program Entry Agreement  
Background Checks  
Proof of Required Security Clearances  
Evidence of Continuous Learning -Requirements for clinical (Online Learning Modules)  
Tuition Payment History (Bursar)  
Consultation/advisement, Instructors notes & Mid-semester evaluations (Campus Nexus)

**Clinical Records on current students include:**

Trajecsys; a centralized cloud-based clinical recordkeeping program is used to store all clinical records:  
Clinical Competency Evaluations  
Communication logs  
Clinical Leave Requests  
Clinical Instructor Evaluations  
Optional Technologist Evaluations  
Daily Logs (Patient record log/repeat documentation/attendance record)

**Student Files**

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.

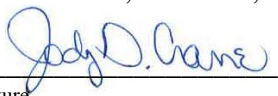
After a student passes the registry examination their student file is thinned. Exams, projects and clinical records are reduced. Records on final grades and a student's complete clinical record and permanent student file is maintained for three (3) years post their successful completion of the program 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.

**Private Communication**

As stated in the enrollment agreement: I authorize Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to communicate with me via use of my school e-mail account. Faculty and staff need to communicate information to students on a regular basis. E-mail communication via NEXUS (SIS) is the timeliest and most effective means to communicate in many instances and a permanent record of communication is maintained in the system. This would include transmission of grades, financial aid information, and other personal information. I acknowledge that it is my responsibility to maintain on record with the School a correct and current e-mail address. Related to an accurate e-mail address: I release the School from responsibility should any information be sent to a prior address that I have not cancelled with the School. It is the responsibility of the student to maintain an updated email address with the school. ***The School does not assume responsibility for parties other than the students viewing or using the school e-mail account.***

**RESPONSIBLE PERSONS:** Program Administration

<b>Approved by:</b>		
Jody D. Crane, M.A.Ed., RT(R) (BD)	Dean	January 7, 2020
		
_____ Signature	_____ Title	_____ Date
<b>Approval History:</b> 5/2018, 10/2019		
Committees and Dates:		
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**DOCUMENTATION:** None

**REFERENCES:** None