



<b>SUBJECT</b> <b>Resident Record Content, Access and Retention</b>	<b>POLICY NUMBER</b> <b>300.016</b>	<b>PAGE</b> <b>1 of 2</b>
<b>SOURCE</b> <b>Academic Affairs - Admin</b>	<b>ORIGINATION OR LAST REVISION DATE</b> <b>08/01/05</b>	<b>EFFECTIVE DATE</b> <b>08/01/05</b>

1. POLICY

It is the policy of SJHMC Academic Affairs that each graduate medical education program sponsored by the institution will maintain a file concerning each resident or subspecialty resident/fellow (trainee)

II. PROCEDURE

A. During training, the file will contain all written evaluative information concerning the resident including:

1. Record of rotations/training/experiences/procedures
2. Written and periodic summative evaluations
3. Material judged appropriate by the program director or required by the RRC/ACGME

B. The file will be regarded as confidential and will be kept in a secure location. The following will have access:

1. The Academic program director and Director of Academic Affairs
2. Evaluation Committee
3. Others whom the program director or Director of Academic Affairs deem to have a legitimate need for the information
4. Administrative staff
5. Others as authorized in writing by trainee

C. The following will be printed on the exterior of the file:

1. This file contains confidential information
2. Access to this file and the information contained therein is governed by the Resident Record Content, Access and Retention Policy.

D. The trainee shall have access to his/her file under direct supervision of a designated staff member of the Residency Program Office. The trainee is not entitled to copies of the contents of the file.

E. For residents who will be recommended for Board certification, the following will be retained permanently:

1. Summative evaluation
2. Records of trainee's rotations, training experiences and procedures



3. Records of disciplinary actions
4. Other records per Program Director
5. Materials required by RRC/ACGME

F. For residents who do not complete the training program or who are not recommended for Board certification, the entire file will be maintained as a permanent record.

<b>REVIEWED AND IN COMPLIANCE WITH:</b>	<b>DATE</b>
ACGME	
CHW	
JCAHO	
RISK/LEGAL	
HUMAN RESOURCES	
<b>REVISED</b>	
<b>APPROVED BY</b>	
POLICY/PROCEDURE COMMITTEE	
GMEC COMMITTEE	5/3/06