

## Records Retention

### Policy

Clarkson College Nurse Anesthesia Program will maintain complete and accurate records in a readily retrievable format. This data will be available to on-site reviewers to demonstrate that all components of a comprehensive evaluation plan are being implemented and the program is complying with accreditation standards, policies and procedures. Beyond this program policy, the college record retention policy will be followed.

### Procedure

1. The program will maintain accurate cumulative records
  - a. All nurse anesthesia resident academic records will be retained and securely kept in the Nurse Anesthesia Program offices until the resident passes the National Certification Examination.
  - b. At that time, all records that should be kept indefinitely may be transferred to the Registrar's Office. These files include any records that may relate to grievances, litigation, final case records, summative resident evaluations, and National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) transcripts.
2. The program will assure that the following information is maintained and available:
  - a. Philosophy, program objectives, and master schedules
  - b. Organizational charts
  - c. Administrative policies
  - d. Budget data
  - e. Committee meeting minutes of the preceding three years
  - f. Clinical site demographics and case experiences
  - g. Current course outlines and objectives and any resident brochures
  - h. Examinations and testing materials
  - i. Faculty teaching and time commitment data
  - j. Alumni evaluations of the program quality for the preceding three years
  - k. Employer evaluations of the program quality for the preceding three years
  - l. All COA decision letters, and formal correspondence have been sent to the program since the time of its last accreditation review.
  - m. Resident and faculty evaluations of the program conducted by COA, including those collected at the midpoint of the program's accreditation cycle and prior to its current accreditation review.

See COA Accreditation Policy and Procedure: Record Retention R6

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