

Alaska Community Health Aide Program Basic Training Center Guidelines for Student Records

Introduction:

The Community Health Aide Program recognizes the need for all Basic Training Centers (TC) to maintain student training records: paper, electronically or in combination. It further recognizes that an individual student may attend several different Basic Training Centers in order to complete all Sessions.

Any documents that contain protected health information will not be retained in the academic file.

Goals:

- Standardize and maintain the Community Health Aide/Practitioner (CHA/P) student Basic Training session and Preceptorship training records
- Ensure the continuity of individual student records from TC to TC

Objective 1:

To standardize the training records of students in Basic Training and Preceptorship records of a Community Health Practitioner (CHP).

A. Permanent documents of a training record:

1. Copy of TC's certificate of completion for each session.
2. Final student evaluations for all sessions with exam scores. Include notice if student received incomplete or failing grade and date.
3. Most recent Preceptorship packet including certificate of completion.
4. Most recent Privacy Act signed by student.
5. Most recent Basic Training Application.
6. Copy of secondary education registrations.

B. Temporary documents of a training record (no longer needed when CHP credential is achieved):

1. Vital correspondence.
2. Basic Training Applications.
3. Most recent CHA Post-Session Practice Checklist.
4. Most recent Emergency Skills Checklist.
5. Most recent CHA/P Medical Math Checklist.
6. Field Training Requirements forms with signatures.
7. Most recent Patient Log.

C. Schedule of purging training records

1. Upon completion of a session, all temporary documents of previous sessions are discarded.
2. Upon completion of CHP credential, all temporary documents of all sessions are discarded.
3. After 10 years of not working as a CHA/P or those who are deceased (as verified

through last known employer), all permanent documents are transferred to the last known employer.

Objective 2:

To ensure the continuity of individual student records from TC to TC.

A. Role of Training Centers:

1. Request training record(s) from previous Training Center the CHA attended approximately three weeks prior to the date the record is needed.
2. Responding TC is to provide requested training record(s) within 3 days of request.
 - a. Files may be provided electronically or by Certified Priority Mail.
 - b. Log where, when, and to whom files were transferred.
3. If a student does not complete a Basic Training Session, the record should be returned to the Training Center at which the student last successfully completed a session.
4. CHA/Ps from Tribal Health Organizations that operate a TC may have duplicate training records with employer and TC where training/credentialing was provided.