

## **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 as 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.

### **Goals:**

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

### **Objective 1:**

To standardize the training records of students in session and credentialing/recredentialing 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 credentialing/recredentialing packet including certificate of completion.
4. Most recent Privacy Act signed by student.
5. Most recent Basic Training Application.
6. Copy of University of Alaska Fairbanks registrations.

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

1. Vital correspondence.
2. Basic Training Application.
3. Most recent CHA Post-Session Practice Checklist.
4. Most recent Emergency Skills Checklist.
5. Most recent CHA/P Medical Math Checklist.
6. Post Session Learning Needs, including Field Training Requirements signature list.
7. Most recent session's Patient Encounter Forms with Clinical Evaluation Forms.
8. 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. Training centers needing an individual record are to request training record(s) from previous Training Center attended by CHA 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. Files may be provided electronically or by Certified return receipt Priority Mail. 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.