

## **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 digital student training records. 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:**

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.
7. Vital correspondence.
8. Field Training Requirements forms with signatures.
9. Patient Logs.

After 10 years of not working as a CHA/P or those who are deceased, the training record is archived.