

<b>Policy Name:</b>	<b>Student Records</b>
<b>Application/Scope:</b>	Students registered in the Master of Physician Assistant Studies Program and Physician Assistant Students
<b>Approved (Date):</b>	[to be completed]
<b>Revised (Date):</b>	
<b>Review Date:</b>	[5 or 10] years from last approved/revised date
<b>Approved By:</b>	College Council/College Executive Council, Max Rady College of Medicine: [xx date] Faculty of Graduate Studies Council: [xx date] Senate: [xx date]

## 1. PURPOSE

To identify the process for access, privacy and amending of Student Records within the Master of Physician Assistant Studies program.

## 2. DEFINITIONS

- 2.1 MPAS: Master of Physician Assistant Studies.
- 2.2 Physician Assistant Students: Students enrolled in the MPAS program at the University of Manitoba.
- 2.3 Student Records include information relating to a Physician Assistant Student's admission and academic performance at the University of Manitoba in electronic format or papers relating to academic performance include without limitation. For example;
  - a. Copy of statement of results for each course and year.
  - b. Elective evaluations.
  - c. Record of failures and results of supplemental examinations
  - d. Narrative evaluations of a student's academic performance judging progress through the educational program.
  - e. Results of any petitions and appeals filed by the student.
  - f. Medical information related to the student's academic performance furnished at the request of or the consent of the student concerned.
  - g. Personal information required in the administration of academic records including name, address, telephone number, citizenship, and social insurance number.

2.4 Examples of information not included in the Student Records include program admission academic records, original transcripts, letters of reference written by faculty members and others at the request of the Physician Assistant Student.

2.5 Admission applications and related documentation are kept with Faculty of Graduate Studies – Admissions

### 3. **POLICY STATEMENTS**

#### Confidentiality

- 3.1 Reasonable security precautions are employed when returning assignments and grades to Physician Assistant Students, along with any other personal information of Physician Assistant Students.
- 3.2 Tests and assignments are shared with Physician Assistant Students on an individual basis with attention to confidentiality. Assignments, marks, grades or class averages are never physically posted in any location. If shared electronically, they are done so in individual directed emails.
- 3.3. Student numbers required are to be located on the front page of tests and assignments. However, grades are indicated on the first non-cover page.

#### Electronic Student Records

- 3.4 Electronic Student Records containing personal or health information, or any confidential, restricted or protected records shall not be posted in any unsecured data storage or file sharing services.
- 3.5 All grades for Physician Assistant Students shall be stored electronically on the secured server (S Drive) and password protected.

#### Access to Student Records

- 3.7 Physician Assistant Students may seek permission to access to their Student Records by request in writing to the Program Director, MPAS.
- 3.8 Access by way of viewing physical (i.e. non-electronic) Student Records shall be done in a supervised environment with an MPAS-designated individual in attendance.

#### Correction of Student Records

- 3.9 Following the review, should a PA-Student desire to corrected or amended the record, the student shall contact the Program Director with a request for correction/amendment within five (5) business days. The Program Director, MPAS, will review and inform the Physician Assistant Student of any action taken, within ten (10) business days of the request.
- 3.10 Any determination respecting amending marks or grades shall be in accordance with the MPAS Marking and Evaluation Policy.

#### Storage and Destruction of Records

- 3.9 All active Student Records are to be securely stored within the MPAS office. Student Records shall not be stored at clinical sites.
- 3.10 Student Records shall be stored in accordance with the University of Manitoba Common Records Schedule. One-year post-graduation non-electronic student records are transferred to a record repository (e.g. Iron Mountain) and stored for a period of seven (7) years and then destroyed in

accordance with the University of Manitoba procedures for Requisition to Destroy Records and Document Disposal.

4. **PROCEDURES**

N/A

5. **REFERENCES**

5.1 University of Manitoba Common Records Schedule

[http://umanitoba.ca/admin/vp\\_admin/ofp/fippa/media/Common\\_Records\\_Authority\\_Schedules\\_2013\\_FINAL.pdf](http://umanitoba.ca/admin/vp_admin/ofp/fippa/media/Common_Records_Authority_Schedules_2013_FINAL.pdf)

5.2 University of Manitoba Document Disposal

[http://umanitoba.ca/access\\_and\\_privacy/rm/disposal.html](http://umanitoba.ca/access_and_privacy/rm/disposal.html)

5.3 University of Manitoba Requisition to Destroy Records

[http://umanitoba.ca/access\\_and\\_privacy/rm/RDR.html](http://umanitoba.ca/access_and_privacy/rm/RDR.html)

6. **POLICY CONTACT**

Please contact the Program Director, MPAS, with questions regarding this document.