

Annual Notice

ACPE Standard 304.4, Standards Manual

Appendix 7B, ACPE Accreditation Manual

This ACPE CPE center/program guarantees to its students the rights to inspect and review education records, to seek to amend them, to specified control over release of record information, and to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights.[[1]](#footnote-1)

1. **Directory Information**

Directory information is student information not generally considered harmful or an invasion of privacy if released.[[2]](#footnote-2) The Department of Spiritual Care at Rochester General Hospital maintains a departmental directory of all staff, students, and duty chaplains, which includes names, pager numbers, home phone numbers, cellular phone numbers, and email addresses. This information is accessible only to the staff, students, and duty chaplains currently working within the Department of Spiritual Care.

With each new CPE unit, a composite directory with names and photographs are distributed to all clinical units at Rochester General Hospital.

In order to participate fully as a student within the Department of Spiritual Care and as a member of the multidisciplinary team, students who enroll in this program and function as student chaplains are required to provide contact phone numbers for use in the department and a photograph for the composite listing that is distributed to the clinical units. An email address, as primary means of program communication, must also be furnished. (Once the program is underway, students will be given a RRH email address. This account must be regularly checked by the student for timely communication.)

1. **Definition of Student Records (ACPE Standard 304.4)**

A student record is: (1) any record (paper, electronic, video, audio, biometric etc.) directly related to the student from which the student’s identity can be recognized; and (2) maintained by the education program/institution or a person acting for the institution.[[3]](#footnote-3)

1. **Protocols for Student Record Management (ACPE Standard 308.8.4)**

A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right.[[4]](#footnote-4) In accordance with ACPE Standard 308.8.4, the student may attach a written response to the Educator’s evaluation, which then becomes a part of the student’s record.

After the completion of the CPE unit, the student’s name, address, denomination and type of unit of CPE completed will be included on the student unit report and sent to the national ACPE office.[[5]](#footnote-5)

1. **Education Officials and Legitimate Education Interests**

As an Accredited Program of the ACPE, the education officials and their particular and legitimate education interests are as follows:

* ACPE Certified Educator – Access to all the students’ written records pertaining to their educational process, including all written reflections, verbatims, case material, and self-evaluations.
* Manager, Volunteer & Guest Services (RGH) – With student written permission only and when a student seeks recourse or has entered the official complaint process, access to student’s written records pertaining to their educational process, including all written reflections, verbatims, case material, and self-evaluations.
* Administrative Assistant/Secretary, Department of Spiritual Care – Maintains database and files of applicants and current and past students. Access to student records is limited to information on the Face Sheet of the ACPE Application form and information required by RGH for participation as a CPE student.
* Members of the Professional Consultation Committee – May participate in screening interviews for applicants to the program and assessing student readiness for movement from level one to level two. In these cases, respectively, members of the PCC may have access to the completed application of each student to be interviewed and relevant student materials to assess student readiness for movement from level one to level two.
* A member of the Rochester General Hospital audio/visual department who may be involved in the acquisition, editing, and electronic storage of video required for program curriculum (simulation) or for the educator candidate’s training purposes (training consortium, educator development, certified educator peer review).

**Violations of these protocols may be reported to the Chair of the Accreditation Commission at: ACPE, 55 Ivan Allen Jr. Boulevard, Suite 835m Atlanta, GA 30308.[[6]](#footnote-6)**

1. Association for Clinical Pastoral Education, Inc. ACPE Standards & Manual. 2016 Accreditation. Appendix 7B, p.89. [↑](#footnote-ref-1)
2. Ibid, 87. [↑](#footnote-ref-2)
3. Ibid, 87. [↑](#footnote-ref-3)
4. Ibid, 89. [↑](#footnote-ref-4)
5. Ibid, 87. [↑](#footnote-ref-5)
6. Ibid, 89. [↑](#footnote-ref-6)