



APP



EXI-RYD-19-9601-26638

Date : 28-Nov-2019

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES WELL-STUDENT CENTER POLICY AND PROCEDURE

NUMBER : 031-P-V01-19
TITLE : STUDENTS RECORDS & CONFIDENTIALITY POLICY
ORIGINATING DEPT. : WELL-STUDENT CENTER-RIYADH
ORIGINAL DATE : June 2019

1. STATEMENT OF PURPOSE

- To protect the privacy of agency students and to ensure highest standard of care from the WSC, faculty, staff, and students confidentiality is protected.

2. APPLICABILITY

This APP applies to all WSC of all KSAU-HS Colleges across the three campuses Riyadh, Jeddah and Al Ahsa.

3. RELATED REFERENCE(S)

None

4. DEFINITIONS

- 4.1 KSAU-HS is an acronym for King Saud bin Abdulaziz University for Health Sciences
4.2 WSC is an acronym for Well-Student Center

5. POLICY

- 5.1 WSC shall prepare and maintain a single file for each student receiving services through the program so as to communicate the appropriate case information.
- 5.2 This information must be in a form that is clear, concise, complete, legible, and current.
- 5.3 All faculty, staff, students, volunteers, and supervisors in training of WSC shall strictly adhere by KSAU-HS Code of Ethics.
- 5.4 WSC shall implement a written policy addressing the process by which a student may gain access to the student's own record.
- 5.5 The following material shall be removed before review by student, guardian, parent or family member: Medical records received from any other agency, any records as

identified by the student, that reference information about the student's family members or that the student does not want disclosed to the family.

- 5.6 A student's record should be destroyed three years after graduation from KSAU-HS or five years after the last date of attendance.
- 5.7 Access to records of students and electronically generated documents are limited to the student counselors who are providing or supervising direct services to the student and such other individuals as administratively authorized. All WSC staff, faculty, and student counselors, reads, understand, and follow the KSAU-HS Code of Ethics regarding confidentiality.
- 5.8 All WSC staff, faculty, and student counselors must adhere to the KSAU-HS Code of Ethics regarding student identity and records.
- 5.9 Any violation of student confidentiality results in termination for disciplinary action for students, staff and faculty.
- 5.10 Written authorization are required for the release of any student information.
- 5.11 Exceptions for release of information without a legally signed release of information from the student or parent/guardian should be in accordance with the KSAU-HS Code of Ethics.

6. PROCEDURE

6.1 A program applies an appropriate safeguards to protect active and closed confidential written electronic and audiovisual records and to minimize the possibility of loss or destruction in the following manner:

- 6.1.1 The information in active and closed records are organized in a systematic fashion.
- 6.1.2 The location of the records of students and the nature of the information contained controlled from a central location.
- 6.1.3 The Center administrator is responsible for the control of records of students and for the implementation of the policies pertaining to records of students.
- 6.1.4 The Center Counseling Services maintains an indexing and filing system for all manual and electronic records of students.
- 6.1.5 The Center Counseling Services secure records and take reasonable steps to protect the records against fire, water damage, and other hazards.
- 6.1.6 The Center Counseling Services follows a routine procedure for backup of data files for electronic systems.

6.2 Students records are not limited to:

- 6.2.1** Identification data
- 6.2.2** The name and address of the legal representative, conservator, guardian, and representative payee of the student
- 6.2.3** Pertinent history, (a diagnostic impression) presenting professional need, student strengths, and desired outcomes and expectations
- 6.2.4** Prescribed medications
- 6.2.5** Relevant medical information
- 6.2.6** Reports of assessment and individual treatment planning
- 6.2.7** Signed and dated progress notes regarding the student's progress toward the attainment of the student's treatment plan objectives
- 6.2.8** Reports from referring sources
- 6.2.9** Reports of service referrals
- 6.2.10** Reports from outside consultants
- 6.2.11** Designation of the student counselor, and doctoral student supervisor.
- 6.2.12** Reports of family conferences
- 6.2.13** Correspondence pertinent to the student
- 6.2.14** Signed and dated release forms
- 6.2.15** Discharge summary describing student's progress including a discharge plan which identifies the treatment goals not yet achieved as well as any problems that have been deferred for treatment by a subsequent provider.

6.3 Student access to counseling records procedure

- 6.3.1** Upon a request to read or review the student's record, the student and/or legal guardian signs a specific release of information that states which portions of the record may be read/ reviewed/ released.
- 6.3.2** The request for review of records are documented in the case notes and initialed by the student and the primary counselor.
- 6.3.3** Scheduling an appointment with the student's primary counselor for the review of the record.
- 6.3.4** Only faculty releases records and processed with the head of department approval.

7. APPROVAL

PREPARED BY:



DR. MESHAL AL AQEEL

Associate Dean of Well-Student Center-Riyadh

King Saud bin Abdulaziz University for Health Sciences

30/7/2019

DATE

REVIEWED BY:



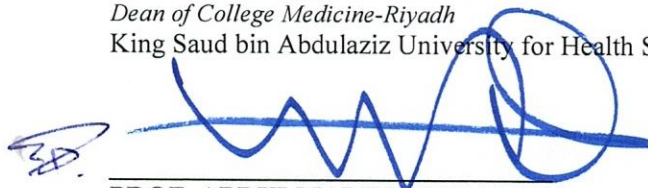
DR. AHMED AL RUMAYYAN

Dean of College Medicine-Riyadh

King Saud bin Abdulaziz University for Health Sciences

31/7/2019

DATE



PROF. ABDULMALIK ALKATHERI

Assistant Vice President, Development & Quality Management Affairs

King Saud bin Abdulaziz University for Health Sciences

5/8/19

DATE

CONCURRED BY:



PROF. YOUSSEF AL EISSA

Vice President, Educational Affairs

King Saud bin Abdulaziz University for Health Sciences

20.11.2019

DATE

RECOMMENDED BY:



PROF. MOHAMED AL-MOAMARY

Vice President, Development and Quality Management Affairs

King Saud bin Abdulaziz University for Health Sciences

25.11.19

DATE

APPROVED BY:



H.E. DR. BANDAR AL KRAWY

President

King Saud bin Abdulaziz University for Health Sciences

EFFECTIVE DATE