

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
COLLEGE OF NURSING

CU 07600 OFF-CAMPUS NURSING COURSE FILE (ACTIVE AND INACTIVE)

Description: Used to develop and conduct training in nursing education at off-campus locations. Information includes agreement to provide training; course, conference or seminar brochure; material concerning location and accommodations for training; list of qualifications for course attendance; description of course or training topics; record of attendees/participants; summary of expenses; and record of persons receiving continuing education credits.

Retention: 5 years after becoming inactive; destroy.

Schedule approved 11/3/93

CU 07601 WELLNESS CHALLENGE RECORDS

Description: Used to measure the progress of Wellness Program (faculty, staff, or students). Information includes participant general information sheets and records which reflect before and after readings for weight, cholesterol, body fat, blood pressure, and other related information.

Retention: 2 years after participant completes program;

Schedule approved 11/3/93

CU 07602 SLIMDOWN CHALLENGE RECORDS

Description: Used to measure the progress of Slimdown Program participants (faculty, staff, or students). Information includes participant general information sheets and records which reflect name, general health information, before and after weight readings, and other related information.

Retention: 2 years after participant completes program; destroy.

Schedule approved 11/3/93

CU 07603 EXTERNSHIP SERVICES AGREEMENT

Description: Document agreements between the University and Hospital Group to provide clinical learning experience for nursing students. Information includes approval signatures of Clemson University and hospital officials, effective dates of agreement, and specified contractual provisions.

Retention: 3 years after termination of agreement; destroy.

Schedule approved 11/3/93

CU 07604 NATIONAL NURSING COUNCIL LICENSE EXAMINATION FILES

Description: Document student test results and scores on the state administered National Nursing Council License Examination. Information includes student name, identification, date of exam, test scores, test results, and test review. Also related news releases and correspondence.

Retention: Permanent; microfilm.

Schedule approved 11/3/93

CU 07605 PROVIDER SERVICES AGREEMENTS

Description: Document health care services provided jointly by Clemson University's School of Nursing and other public or private agencies. Information includes approval signatures of University and agency officials, date, purpose of agreement, health services to be provided, and effective dates of agreement.

Retention: 3 years after termination of agreement;

Schedule approved 11/3/93

CU 07606 HEALTH CARE TRAINING AGREEMENTS

Description: Document agreements for hospital medical staffs to provide health care learning experiences for Clemson University nursing students. Information includes approval signatures of Clemson University and hospital officials, effective dates of agreement, and specified contractual provisions.

Retention: 3 years after termination of agreement; destroy.

Schedule approved 11/3/93

CU 07607 APPOINTMENT SHEETS

Description: Document appointments by patients for medical services.

Retention: 1 year; destroy.

Schedule approved 11/3/93

CU 07608 X-RAYS FOR ASBESTOS PHYSICALS

Description: X-rays which are part of the physical examination for university employees who come in contact with asbestos during the normal course of their job. Information includes name of patient, date of x-ray, x-ray interpretation and results as well as the actual x-ray.

Retention: 30 years after date of x-ray and until no longer needed for reference; destroy.

Schedule approved 11/3/93

CU 07609 FAMILY PLANNING FOLDERS

Description: Document information on patients who receive medical services (faculty, staff, students, and the general public). Information includes patient physical examination, patient medication profile, obstetrical and genealogical history, laboratory results, family planning sheets, and other related information.

Retention: 10 years after completion of all audits and until no longer needed for family planning purposes; destroy.

Schedule approved 11/3/93

CU 07610 PATIENT FOLDERS

Description: Document information concerning persons who receive medical services (faculty, staff, students, and the general public). Information includes patient medical histories, physical examination record, consultations, health screening data, medical test results, referral sheets, family data, lists of medical problems, and other related information.

Retention: 10 years after completion of all audits and until no longer needed for family planning purposes; destroy.

Schedule approved 11/3/93