



Registered Nurses
Professional Development Centre

DEPARTMENTAL MANUAL

Policy & Procedure

TITLE: Permanent Program Record	NUMBER: 01-01
Section: A	Date Approved: July 2016
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	Approval: Director, RNPDC

Policy

Policy statement:

Learners will be issued a permanent program record (transcript) upon satisfactory achievement of all program requirements.

Purpose of Policy:

The purpose of this policy is to provide consistent guidelines for faculty, learners and administrative staff regarding the issuances of permanent program records.

Definitions:

Permanent Program Record (Transcript): The permanent program record (transcript) identifies the name of the graduate, the program dates, and the program details, including academic grades, clinical hours, and program outcomes.

PROCESS

1. The program secretary prepares the permanent program record (transcript), which is signed by the faculty member and the Director, RNPDC.
2. The program secretary ensures that the permanent program record (transcript) for each graduate is filed in a secure location.
 - a. The permanent program record (transcript) is filed by program, year and alphabetically.
3. The learner is provided one copy of the permanent program record (transcript) at no charge upon graduation from the program.

4. The secretary processes any requests for additional copies of the permanent program record (transcript).
 - a. The permanent program record (transcript) is identified as "copy" and forwarded in a sealed envelope with the instruction "Transcript is invalid if seal of envelope is broken".
 - b. A copy of the request is kept in the learner's permanent file.
 - c. Administration fee of \$10.00 is required for all additional copies.

Reference: Capital Health Administrative Policy Retention of Records CH 100-05. Transcripts have a permanent retention period.

Related Documents:

Additional Program Record Request Form