

Massachusetts Association of Registered Nurses, Inc
Continuing Education Committee
Accredited Approver Unit
Policy Manual

Reviewed March, 2010

Approver Unit Record Keeping

MARN will adhere to the Operational Requirements for Accredited Approvers and maintain records on all applications in a secure location for 6 years. Confidentiality of records will be maintained by the Jeanne Gibbs, Co-Chair of the CEC in a room dedicated to the storage of MARN records.

Records will include: (See operational requirements for more details)

- a. Application, which includes all ANCC requirements for record keeping
- b. Documentation of the peer review process and action taken on the application, including a signed attestation from the reviewer that there was no conflict of interest.
- c. Copy of the letter of notification of action taken.
- d. Correspondence related to the application/activity.

Jeanne Gibbs will incorporate all forms and correspondences related to an application into one complete file, insure its completeness and file it with its assigned number. These files will be kept in a secure area. Access will only be provided to the CE Committee chair and/or designated CE Committee member, the Nurse Peer Review Leader of the Approver Unit and the MARN staff person assigned to the Committee.

Until office space is obtained for MARN, the applications are temporarily housed at the home of the Jeanne Gibbs of the Approver Unit who will work in concert with the MARN staff member to insure confidentiality of all correspondences.