



EUFAC
EMERGENCY ULTRASOUND
FELLOWSHIP ACCREDITATION COUNCIL

Policy Title: Confidentiality Policy
Policy Number: EUFAC – C 3.1
Effective Date: 09/12/2022
Purpose: To keep accreditation information confidential

Policy

1.0 Confidentiality

EUFAC, its staff and its committees will not disclose the documents listed in this Section nor the information contained therein, except as required for EUFAC accreditation purposes, as may be required legally, or as provided in Section 2.0.

In order to meet the requirement of confidentiality, the EUFAC holds as confidential all of the following documents and the information contained therein:

- a) Institutional and program files, including without limitation: institutional review; program information; institution and program accreditation history; site visit reports; progress reports; Case Log data; survey data; and records of committee consideration
- b) Appeals files
- c) Additional documents and correspondence recording accreditation actions and consideration thereof by the EUFAC
- d) Personal information regarding Advanced Emergency Medicine Ultrasonography (AEMUS) fellows, faculty, or program directors.

A breach of confidentiality could result in irreparable damage to EUFAC and its mission, and the public, and may result in removal of a Council member or EUFAC employee.

2.0 Published Information Released through EUFAC

The EUFAC publishes and releases a list of programs accredited by the EUFAC, through its website (www.EUFACouncil.org) and other media, which may contain the following information about accredited programs and institutions:

- a) Name and address of Sponsoring Institution
- b) Name and address of major participating site(s)
- c) Name and address of program director
- d) Total number of fellow positions
- e) Institutional and program accreditation, institutional and program accreditation status, and effective date (current, and for the previous 10 years)
- f) Date of last accreditation decision

De-identified summary data and other information about programs, institutions, fellows, or fellow education may be published by the EUFAC or in collaboration with other entities in a manner

appropriate to further the quality of AEMUS consistent with EUFAC policies and the law.

Individual fellow data may be submitted to the American Board of Emergency Medicine (ABEM) upon written or electronic authorization of the individual fellows and programs, as appropriate.

Procedures

3.0 Confidentiality Administration

In order to protect confidential information, the EUFAC assumes responsibility to:

- a) not make copies of, disclose, discuss, describe, distribute, or disseminate in any manner whatsoever, including in any oral, written, or electronic form, any confidential information, or any part of it, that EUFAC receive or generate, except directly in conjunction with service to the EUFAC
- b) not use such confidential information for personal or professional benefit or for any other reason, except directly in conjunction with service to the EUFAC
- c) dispose of all materials and notes regarding confidential information in compliance with EUFAC policies.

The confidentiality obligations continue to apply to former Council members. A former Council member may serve as a consultant to an institution or program after 2 years of finishing service on EUFAC, but he or she shall continue to maintain the confidentiality of EUFAC information.

4.0 Disposal of Confidential Material

Material reviewed by EUFAC may contain confidential program information or information from individual persons and should be disposed of in a manner that assures that the material remains confidential. All written materials or paperwork will be collected by EUFAC staff when meeting in person and disposed of by staff in a manner that assures confidentiality. Electronic files reviewed by the council will not be shared in any manner outside of the council meeting unless approved by the Chair. No paper copies of any confidential material will be made by Council members.