



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: My Record Tracker Policy/ ADMIN-1125-29

Policy Owner: College of Medicine Office of Student Affairs

Committees, Departments, or Individuals Responsible for Implementation: Office of Student Affairs

Original Approval Date: 12/9/2025

Effective Date: 11/1/2025

Most Recent Revision Date: 12/9/2025

Policy Advisory Committee Review Date: 12/9/2025

Date of Next Review (All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.): 12/9/2028

A. Policy Statement:

To ensure the integrity, safety, and operational efficiency of the Quillen College of Medicine, all enrolled medical students are required to maintain accurate and up-to-date vital records throughout their academic tenure. These records are maintained utilizing the My Record Tracker System. Vital records include, but are not limited to, emergency contact information, immunization records, health insurance documentation, HIPAA and OSHA training records, and any other documentation deemed essential by the Office of Academic Affairs.

B. Purpose of Policy:

Timely updates to these records are critical for:

- Compliance with institutional regulations
- Effective Communication during emergencies or health-related incidents
- Eligibility verification for clinical rotations, licensure and graduation
- Protection of student welfare and continuity of academic progress

C. Scope of Policy (applies to):

This policy applies to all medical students in the undergraduate medical education program at Quillen College of Medicine.

D. Policy Activities:

Completion of My Record Tracker logging is mandatory; all students are required to complete 100% of these activities as part of their professional responsibilities at the College of Medicine. Failure to do so may result in a professionalism violation and other disciplinary action by the College of Medicine.

Documentation of immunizations, attestation to technical standards and other items are posted in My Record Tracker with clearly designated due dates. Reminders are sent through the My Record Tracker system as well as from the Office of Student Affairs.

Failure to comply with required documentation will be tracked by the Office of Student Affairs. In the event that the student has not submitted appropriate documentation by the deadline, they will receive a final reminder and be given a one-week grace period to complete the requirement. If not completed by this time, the student will be reported to the professionalism committee. Repeated offenses could result in referral for action by the promotions committee.