

CBD GUIDANCE DOCUMENT

Best practices in maintaining security of CBD assessment data

Overview

This document proposes guidance on protecting the security and privacy of Competence by Design (CBD) assessment data. It is not intended to be a prescriptive template; rather, it is a resource to inform the storage of CBD assessment data within programs and institutions. Recognizing that each institution will have its own policies regarding data privacy and security, these tips may be adapted to each context in a way that preserves the principles of existing policies.

PRINCIPLE: Resident assessment data should be stored and shared securely while respecting the standard practices and regulations of each educational institution.

Who can access the data?

- Only those who need the information to perform essential tasks (e.g., residents, academic advisors, Competence Committee members, etc.).
- Set guidelines to clearly outline levels of access by role.

How can they access the data?

- Access to resident assessment data should require unique usernames and passwords.

What about sharing?

- Share only through approved and secure channels, not through external data-sharing websites (e.g., Dropbox) or personal email.

Keeping residents informed

- Residents should be told who has access to their assessment data. Set policies and processes outlining when and how consent must be obtained from residents and faculty to use resident assessment data for program evaluation or research purposes both within and between institutions.

TIP: Standardize the storage format of CBD assessment data across programs to facilitate data visualization, reporting, and analysis for potential quality improvement initiatives.