I. PURPOSE

This standard reflects East Carolina University’s commitment to regularly test its information technology Disaster Recovery and Emergency Mode Operation Plans.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. STANDARD

ECU Health Care Components must conduct regular testing of its IT Disaster Recovery and Emergency Mode Operation Plans to ensure that they are up to date and effective. The testing should be conducted on an annual basis or as frequently as is feasible. The results of testing must be formally documented.

IV. APPLICABILITY

This standard is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store EPHI which is shared across the network and accessed by healthcare workers.
V. PROCEDURE

1. ECU Health Care Components must conduct regular testing of its Disaster Recovery and Emergency Mode Operation Plans to ensure they are current, operative. Criticality of the data and resource availability will determine the frequency of testing. However, the testing should be conducted on an annual basis or as frequently as is feasible.

2. The results of such tests must be formally documented. The Disaster Recovery and Emergency Mode Operation Plans must be revised as necessary to address issues or gaps identified in the testing process.

VI. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standard and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention period.