


Ref. No.:	2.510	Issue Date:	Apr 2005	
Manual:	Administration	Revision No.:	5	
Section:		Last Review:	Aug 2023	
Subject:	Privacy Guidelines for Student Placements	Next Review:	Aug 2026	
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PURPOSE

This document informs staff on the ACHA policy on Privacy Guidelines for Student Placements.

SCOPE


This policy applies at all ACHA hospitals.

POLICY

The ACHA policy on Privacy Guidelines for Student Placements is:

- Student placements are subject to the ACHA policy 0.21 - Privacy Policy and ACHA Policy 2.511 Observational Visitors to the Hospital and all related appendices of those policies.
- All Students undertaking placements must sign a privacy agreement ACHA 2.505 Privacy Guidelines for Student Placement / Business Visitors, at the commencement of the placement. This completed document must be placed in the students file.
- Where a pre-existing agreement is not in place between ACHA / Hospital for student placement (university), the ACHA 2.505 Privacy Guidelines for Student Placement / Business Visitors must be signed. [Appendix A]
- Confidentiality needs to be preserved on all that is known about a patient, even after the patient has died.
- Verbal Information must not be disclosed to a third party, such as the patient's family or visitors, or to any other person. If information is requested of a student / work experience student, they must explain that they are not authorised to provide information about the patient, and that the request should be referred to the nursing staff of the unit.
- Patients with medical questions are advised to discuss their medical care with the treating medical officer.
- If a patient and / or next of kin request copies of information from the Medical Record, they are to be referred by nursing staff to the Clinical Risk Manager / Privacy Officer.
- Case studies that utilise patient information require the written consent of the patient (HMR4.2CS – Case Study Consent) [APPENDIX B].
- A copy of the signed consent form must be placed in the Medical Record, a copy attached to the Case Study and a copy placed in the Students file held at the appropriate ACHA site.
- The patient may at any time revoke their consent – in these circumstances any information collected in relation to the case study is to be destroyed.
- ACHA is committed to providing appropriate care to achieve the best outcomes while ensuring patient safety, privacy and comfort.
- Appropriate use of personal protective equipment, manual handling and infection control procedures will be maintained.

THIS IS A CONTROLLED DOCUMENT	
APPROVED	Paul Evans
DESIGNATION	CEO, Hospital Operations
DATE	August 2023

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CASE STUDIES

- The ACHA Policy 0.21 - Privacy and Policy 2.511 Observational Visitors to the Hospital, should be read prior to the commencement of the case study.
- All hand written notes should be destroyed or discarded via the hospital's confidential waste once the case study is completed
- The patient is not to be identified on any notes made
- No part of the patient's medical record is to be photocopied for any reason
- Case studies should be kept secure
- The name of the hospital, unit or ward should not be identified
- Any dates relating to the patient and or their treatment should not be identified
- Avoid any details which may inadvertently identify the patient, treating medical officer or any ACHA staff member
- Confidentiality needs to be preserved on all that is known about any aspect of the business of ACHA, which is not subject to public record.

RESPONSIBILITIES

All staff are responsible for ensuring they familiarise themselves with this policy and any related attachments, which in effect, form part of this policy.

The General Manager carries overall responsibility for management of this Policy and any related attachments. The General Manager and the Directors of Nursing will ensure that the policy is compliant with all legislative requirements, and is responsible for ensuring the policy is reviewed and updated in line with the timeframes determined by the ACHA Executive, via the Executive Committee.

RELATED POLICIES & PROCEDURES

- ACHA Policy 0.21 – Privacy
- ACHA Policy 0.030 - Code of Conduct
- ACHA Policy 2.511 - Observational Visitors to the Hospital and Appendix HMR4.11 Observer Consent form
- Appendix A HMR4.2CS – Case Study Consent
- Appendix B ACHA Form 2.510 – Confidentiality Agreement – Student Placements / Business Visitors

REVIEW / CONSULTATION		
All General Managers All Educators	All Directors of Nursing	All Quality Managers


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APPENDIX A



CASE STUDY CONSENT

Attix patients sticky label

UR Number:

Surname:

Name:

Date of Birth: Gender:

Dr:

Patient Details

ACHA site: Ashford Hospital Flinders Private Hospital The Memorial Hospital

PATIENT

I (print patient name)

give permission for my medical record to be included in a case study to assist in the training of the student /employee identified below, on the condition that my privacy protected at all times, as outlined in the following undertaking by the student / employee.

I understand that I may revoke this consent at any time, and that any information collected for the purposes of the case study will be destroyed.

Patient Signature: Date:/...../.....

STUDENT **ACHA EMPLOYEE**

I (print student / employee name),
 a student of (university / school name)
 undertaking (course / year level)

have read the ACHA Policy 2.23 (Privacy) and ACHA Policy 2.510 (Privacy Guidelines for Students and Work Experience Placement) and I undertake that no information will be included in any case study that would identify any patient of ACHA Health. In particular, I will not identify a patient in any document, note or communication by:

- Name
- Medical Record Number
- Address
- Suburb
- Date of Birth
- Specific Occupation
- Hospital, unit or ward
- Dates of Admission or Discharge

I will NOT PHOTOCOPY any part of the patient's medical record for any purpose whatsoever. I undertake to destroy any notes after the completion of the case study.

I understand that the patient may revoke consent at any time, and that any information collected for the purposes of the case study will be destroyed.

Patient student / employee: Date:/...../.....

This consent is to be placed in the patient's medical record.

BINDING MARGIN - DO NOT WRITE IN THIS AREA



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CASE STUDY CONSENT

HM/R4.20S

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APPENDIX B

CONFIDENTIALITY AGREEMENT
- Student Placements/Business Visitors



As a student, undertaking work placement with ACHA I agree that I shall not, during my placement or after its termination (however caused), disclose or use in any manner whatsoever – any confidential information or knowledge, relating to ACHA or to any former or existing member and /or client or patient of ACHA.

I understand that confidential information refers to any information (verbal, written or electronic) of a commercial, technical or financial nature, which is not publicly available.

This may include records/information regarding patients, correspondence, company manuals, computer printouts, USB sticks, customer lists, rate schedules, diaries, file notes or any other material which I have access to during the course of my placement.

I shall only disclose or use such information if ordered to by a Court of competent jurisdiction – or by ACHA – and do so only in a manner consistent with such an order.

I understand that I am bound by ACHA's social media policy.

Social media is only to be used on a professional basis for the purpose of communicating and promoting either the ACHA or business unit brands. The use of employee's personal accounts must remain separate and not contain any image or reference to ACHA.

Upon termination of my placement I shall immediately deliver to ACHA all records of whatsoever nature or description which are in my possession or under my control which in any way relate to the business of ACHA or to any member(s) and /or client(s) or patient(s) current or former.

Print Name _____

Signature _____

Date _____

To be placed in students file

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