

THE UNIVERSITY OF MELBOURNE

FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

Policy for Students on Health Care-Related Placements

Students must sign and return this copy to reception

POLICY OBJECTIVES:

- Ensure respect for the confidentiality of individuals by students on placements or to whose records students may be given access.
- Ensure respect for the obligation of confidentiality of the placements entities to their clients.
- Uphold the standing of the University in the community by educating students of their responsibilities to individual patients, the placements entities and the University.

PRINCIPLES:

1. Under the Health Services (Vic) Act 1988 s141 it is an offence for a person who is engaged or employed or performs work for a relevant health service (defined as public, private hospital, day procedure centre or community health centre) to release information from which a patient can be directly identified. The prohibition is subject to certain provisos, of which teaching purposes is not one. In agencies under the jurisdiction of the Commonwealth Government, access to and use of patient information is subject to the Privacy Act (Cth) 1988. The Faculty of Medicine, Dentistry and Health Sciences recognises these legal obligations and the expectations placed upon health services by the community.
2. The University recognises that a placement entity as the service provider to the patient has a duty of care towards that patient. The University assumes that students will abide by the ethical obligations, as would any fully trained professional to respect the rights of the patients.
3. The University encourages students as part of their learning process to conduct discussions with patients. The University acknowledges however that as part of these discussions intimate details of the patient may be noted. At law the relationship of confidence arises when information is imparted to a person under an understanding of confidence between the parties and the person receiving that information is under a duty not to use that information for any purpose other than for which it is disclosed. It is the presumption of the University and the patients that such details are given under a circumstance of confidentiality.
4. Students should where possible obtain the consent of the patient or, if not able, then recognise the right of the patient, stated or implied, to decline to give information, or to be examined.
5. Information includes any details received by the students verbally from a patient or health professional, in written records or any test, scan, x-ray or laboratory results.
6. Information imparted to a student must only be used for the purpose of education, training or patient care. It must not be released or discussed by the student except with teaching staff or students of the Healthcare facility.

Student Declaration

I have read and understood the University of Melbourne's Policy on Health-related placements.

In undertaking placements allocated to me I agree to the following:

1. In interviews conducted with a patient the information imparted is to be used for purely educational purposes and I will not release or allow it to be used in any other manner.
2. Immediately upon the information no longer being required for my course requirements I will destroy all notes and data gathered which may identify any individual patient I interviewed during my placements.
3. I agree to delete and totally erase all computer or other electronic recording of interviews and individual patient details when no longer required for my course requirements.
4. I will retain only reports which contain patient information of a secondary and general nature and which does not include any private or identifying information about a patient.
5. I will conduct myself in such a manner respectful and courteous of the rights and privacy of patients with whom I have discussions.
6. I will conduct myself in such a manner respectful and courteous of the obligations of my placement entity.
7. I take part in the field placements as an enrolled member of the University, and as such am still subject to the general conduct of students governed by the University's disciplinary provisions.

Date: / /

Name of Student _____

Signature of Student _____

1st year 2nd year 3rd year 4th year

Pg _____