



CONFIDENTIALITY UNDERTAKING

Graduate School of Medicine

Students of the Medicine Program at the University of Wollongong will be in receipt of personal, health and confidential information during their studies and are expected to behave professionally and with sensitivity in their communication of such information. This information may be received during clinical placement* and/or during campus-based interactions with staff and peer colleagues.

**Clinical placements and experiences occur both on and off campus and include but are not limited to: Anatomy laboratory sessions; Clinical Skills; Hospitals; Medical Practices; Emergency Departments; Local Health Districts; Specialist Rooms; Community Health agencies and Indigenous community placements.*

Background

In addition to classroom-based lectures and tutorials, students will participate in a range of clinical placements in a variety of health settings depending on the educational requirements of the clinical placement ("*clinical placement*").

During your studies you will have access to:

"*personal information*" - this is defined by privacy law as *information or opinion* about a person whose identity is apparent or can be reasonably ascertained from the information or opinion - Examples: details about an individual (including a cadaver) - name, address, DOB, fingerprints, body samples or genetic characteristics.

"*health information*"- this is a specific type of *personal information* which is information or an opinion about the physical or mental health or a disability of an individual, or about health services which have been or may in the future be provided to them - Examples: patient (including a cadaver) history, including history of mental health, disabilities, prior treatment and procedures performed.

"*Confidential information*" - this is information about an individual or an organisation which is by its nature confidential or which you have been told is confidential - Examples: doctor's details, salaries, strategic directions, financial records, employee records, internal practice management procedures, internal meeting records, disputes.

In this Confidentiality Undertaking, *personal information*, *health information* and *confidential information* are collectively referred to as "**Sensitive Information**".

Purpose

This Confidentiality Undertaking has three purposes:

- (1) To make you aware of your obligations as a medical student in relation to ***Sensitive Information*** and to ensure that you agree to abide by these obligations.
- (2) To ensure that the University discharges its contractual obligations with *practices*, *hospitals* and other *clinical placement* providers by making you aware of your obligations.
- (3) To protect patients, your colleagues, the *practice*, *hospital* and other *clinical placement* providers who allow you access to ***Sensitive Information***.

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I, _____ of _____
(Name) (Home Address)

Agree to:

- a) Treat **Sensitive Information** as secret and confidential and not disclose it to any person except those who have a legal right, or a need to know (e.g. Practice personnel). This includes not disclosing **Sensitive information** through use of any social or online media sites.
- b) Only use the **Sensitive Information** for the purpose of my **clinical placement** and not for any other purpose.
- c) Use best endeavours to prevent unauthorised disclosure of the **Sensitive Information** to, or use by, any other person.
- d) Not remove original files, forms and other patient documents containing **Sensitive Information** and to delete all **Sensitive Information** (including photographs) from all of my records before leaving the **clinical placement**, including from my informal notes, transcripts of sessions, tape recordings and other electronic storage sites (including phones).
- e) Not copy, memorise or reproduce any of the **Sensitive Information** other than for the purpose of the **clinical placement**. Where I need to copy or reproduce **Sensitive Information**, I agree to first obtain the written consent of the **clinical placement** provider, and if consent is not given I will not proceed to copy or reproduce the **Sensitive Information**.
- f) De-identify **Sensitive Information** when reporting back in assessments related to the **clinical placement**. I understand that using a pseudonym is not always enough as any patient or situation can be identified by the sum of information available.
- g) Keep the **Sensitive Information** confidential and not disclose it or use it even after I have completed the **clinical placement**.
- h) Only use official University IT services to have professional discussions that may be about sensitive issues in medicine.

I Acknowledge that:

I have read the guidelines titled “*Social Media and Medical Students: a guide to online professionalism for Medical students in the Graduate School of Medicine*”

I understand that non-compliance with the principles set out above may result in the Graduate School of Medicine / UOW investigating student conduct under the various University rules, standards, codes, policies, guidelines, procedures or requirements where appropriate and result in negative consequences which may affect my future career as a medical professional.

Student signature (for each phase)	Date of signature
Phase 1	
Phase 2	
Phase 3	
Phase 4	