

CONFIDENTIALITY UNDERTAKING

for all Clinical Placements/Experiences during the
Doctor of Medicine - (MD)

Phases 1, 2, 3, 4	The placements and experiences both on and off campus include but are not limited to: Integrated Clinical Experience (ICE); Anatomy laboratory sessions; Clinical Skills; Hospitals; Medical Practices; Emergency Departments; Allied Health Services; Specialist Rooms; Community Health agencies
--------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Background

As part of the clinical placement experience of your medical degree you will participate in a range of clinical placements from a base at the university or in a medical practice ("**practice**") as well as in other health settings depending on the needs of the clinical placement ("**clinical placement**").

During the **clinical placement** 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 a patient (including a cadaver), a person's name, address, DOB, fingerprints, retina prints, 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:

- (a) to make you aware of your obligations whilst on placement and make sure you agree to abide by these obligations in relation to **Sensitive Information**
- (b) to ensure that the University discharges its contractual obligations with *practices*, *hospitals* and other *clinical placement* providers by making you aware of your obligations
- (c) to protect the practice, *hospital* and other *clinical placement* providers who will be giving you access to **Sensitive Information**.

CONFIDENTIALITY UNDERTAKING

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 (such as practice personnel). This includes not disclosing **Sensitive Information** through use of any social media sites such as Facebook, LinkedIn or Twitter.
- (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 e.g Smart phones or MP3.
- (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 **practice** / health 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 GM websites to have professional discussions that may be about sensitive issues in medicine (e.g. euthanasia or abortion).

Acknowledge that:

- (i) I have read the guidelines titled "Social Media and Medical Students: a guide to online professionalism for medical students in the Graduate Medicine" ("Guidelines"); and
- (j) I understand that non-compliance with the principles set out above may result in negative consequences which may not only affect my future career as a professional but may also result in Graduate Medicine taking action under the Student Code of Conduct where appropriate.

Signature of Student

Date of Signature