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## CLINICAL PLACEMENT AGREEMENT

**Purpose:** The purpose of this document is to outline the expectation of students in the Faculty of Nursing to maintain the confidentiality and security of health information. Students need to read this document, understand the requirements of this agreement, sign this agreement and adhere to the expectations.

Health information is governed by provincial legislation (Hospitals Act, Health Information Act (HIA) and the Freedom of Information and Protection of Privacy Act (FOIP) and clinical agency policies. Clinical agencies, as the custodian of patient's health information, allow you to access this information as an "affiliate" of the health care agency (defined under the Health Information Act). The Canadian Nurses Association (CNA) Code of Ethics (2008) and the Code of Ethics for Licensed Practical Nurses in Canada (CCPNR, 2013) addresses expectations of nurses to maintain privacy and confidentiality of health information in the context of a professional relationship.

I understand that it is my obligation to be familiar with the legislation, code of ethics and clinical agency policies that pertain to health information.

- a) I will only collect, access, and disclose the minimum information necessary for the purpose of fulfilling my duties and responsibilities related to my role as a nursing student. I will not access information not related to my duties.
- b) If I am required to disclose health information for a particular purpose, I will utilize the highest degree of anonymity possible in the circumstances and in accordance with legislation (CNA, 2008; CCPNR, 2013).
- c) When I engage in any form of communication, including verbal or electronic, involving a discussion of clinical cases, I will ensure that my discussion of persons receiving care is respectful and does not identify those persons, unless appropriate. When I am talking with persons receiving care, I will take reasonable measures to prevent confidential information in the conversation from being overheard (CNA, 2008; CCPNR, 2013).
- d) I will ensure that information I enter onto clinical agency documents is complete and accurate to the best of my ability.
- e) I will not keep any patient/client health information on my personal electronic device(s).
- f) I will dispose of any patient/client health information I access from a clinical agency in a secure manner according to the policies of the clinical agency.
- g) I will keep all clinical agency computer system login information that I receive confidential.
- h) I will take reasonable steps to protect any patient/client health information that I access for the purpose of performing my duties so that it will not be viewed or obtained by any unauthorized individuals.
- i) I will undertake reasonable actions to keep all patient/client health information private and confidential and prevent the unauthorized collection, use or disclosure.

- j) If I become aware of a violation or a breach of confidentiality by myself or others related to patient/client health information, I will follow the policies of the clinical agency to report the breach.
- k) I will not use photo or other technology to intrude into the privacy of a person receiving care (CNA, 2008; CCPNR, 2013).

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Program  BScN  HCA  PN

Student Signature

\_\_\_\_\_

Printed Student Name

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. It will be used for the purpose of requesting, facilitating and monitoring my clinical placements, and meeting the requirements of the placement provider.

## References

Canadian Nurses Association (2008). Code of ethics. Retrieved from [cna-aiic.ca/en/nursing-practice/nursing-ethics](http://cna-aiic.ca/en/nursing-practice/nursing-ethics)

Canadian Council for Practical Nurse Regulators (2013) Licensed Practical Nurses of Canada Code of Ethics for Licensed Practical Nurses in Canada. Retrieved from [doc CCPNR CLPNA Code of Ethics.pdf](http://doc.CCPNR.CLPNA.Code.of.Ethics.pdf)

Government of Alberta (2000). Freedom of information and protection of privacy act. Retrieved from [http://www.qp.alberta.ca/1266.cfm?page=F25.cfm&leg\\_type=Acts&isbncln=9780779762071](http://www.qp.alberta.ca/1266.cfm?page=F25.cfm&leg_type=Acts&isbncln=9780779762071)

Government of Alberta (2000). Health information act. Retrieved from [http://www.qp.alberta.ca/1266.cfm?page=h05.cfm&leg\\_type=Acts&isbncln=9780779803170](http://www.qp.alberta.ca/1266.cfm?page=h05.cfm&leg_type=Acts&isbncln=9780779803170)

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