



Sherwood Forest Hospitals
NHS Foundation Trust

King's Mill Hospital
Mansfield Road
Sutton in Ashfield
Nottinghamshire
NG17 4JL

Tel: 01623 622515

CONFIDENTIALITY FOR STUDENTS UNDERTAKING ELECTIVE PLACEMENT

During the course of your Elective placement, you may see and hear information concerning the medical or personal affairs of patients and staff and other Trust business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be divulged or discussed.

What is confidentiality?

The Trust has a responsibility to hold in confidence any aspect of a patient's visit to the hospital. Everyone who works in the Health Service has a legal responsibility to maintain in confidence anything they know about patients. This is very important to patients. If they felt that any aspect of their attendance or care at the hospital was passed on to someone else then they would lose confidence in the Trust.

The Trust also has a responsibility to ensure that people who are spending time here understand the need for confidentiality and you are required to sign an undertaking that you understand and will abide by the rules. If you do not abide by the rules you may be asked to leave your placement immediately and this may jeopardise the ability of your University to send further students on Elective placements here.

Please turn over for details of the Confidentiality Code of Conduct

CONFIDENTIALITY CODE OF CONDUCT

During your Elective placement:

- You **must not** attempt to read any information which is not relevant to the experience that you are undertaking.
Examples: Patients' manual records
Information contained on computer screens
Names of patients on lists e.g. computer print outs, whiteboards
- You **must not** tell others (e.g. friends, relatives, press etc) anything you see or hear that can be regarded as confidential.
Example: You must not inform someone else about a patient attending a hospital appointment or the fact that the person is a patient at the hospital. To do so would be regarded as a breach of confidentiality.
- You **must not** pass on any information to anyone, without the permission of the person in charge.
Example: This includes being asked for information from relatives or Police Officers.
- You **must not** remove from the hospital any documents which you handle without permission of the person in charge of the department. This is particularly important if it identifies a patient.
- You **must not** pass on any documentation to another person without the consent of the person in charge of the department.
- You **must not** pass on any personal information which would identify someone, when answering a telephone, without the consent of the person in charge of the department.

You must:

- Be aware that careless talk leads to a breach of confidentiality.
- Continue to maintain confidentiality even when you are no longer on Elective placement at the hospital.
- Treat all people in the same way that you would wish to be treated.
- Respect other people's personal information in the way that you would wish your personal and confidential details to be respected.

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Confidentiality Statement for Students on Elective Placement

During the course of your placement you are likely to see and hear confidential and sensitive information, particularly in relation to patients and staff. Such information is strictly confidential and unless acting on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be disclosed, or used for any other purpose other than the proper performance of your placement.

Any unauthorised use or disclosure of information would therefore be viewed very seriously and would result in the instant cancellation of the placement and this may jeopardise the ability of your University to send further students on Elective Placements.

I certify that I have read the Code of Conduct and the above statement and fully understand the need for confidentiality whilst undertaking the placement.

Signed: Date:

Name: University

Before you can commence your placement this statement must be signed and returned to:

Nichola Fowkes
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Nottinghamshire
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