

Confidentiality Form – Work Experience and Structured Workplace Learning

Bendigo Health has a legal obligation to maintain patient confidentiality at all times. This includes the patient's personal details, the reason why a person is a patient of Bendigo Health, and all details of treatments and services provided. The obligation to maintain confidentiality continues even after the work experience placement has been completed.

It is essential that the utmost confidentiality is maintained with regard to all information which a student may see or hear in the course of the placement. Confidential information must not be discussed or any records improperly disclosed.

The following basic rules should be kept in mind at all times:

- Information relating to all patients must not be discussed outside Bendigo Health. This includes with family members and friends.
- Patient medical records are only to be shown to members of the health care team involved in the care and treatment of the patient and other persons only as authorised by the patient.
- If you encounter a patient that is known to you or your family you are required to declare this to your supervisor or a team member if supervisor is not immediately available.
- Do not start or repeat gossip. This includes opinions regarding the clinical competency of any member of Bendigo Health.

A breach of confidentiality can result in the current placement being terminated and future placements being declined.

Further information about confidentiality can be obtained by contacting Bendigo Health's Work Experience Program Co-ordinator in People and Culture phone 5454 8390.

