



## Rankin SON

## Policy on Confidentiality of Client Information

Classification:	Student
Responsible Authority:	Clinical Instructor
Executive Sponsor:	Associate Director, Rankin School of Nursing
Approval Authority:	Director, Rankin School of Nursing & Rankin School of Nursing
Date First Approved:	2017-06-26 (date of original policy)
Date Last Reviewed:	2024-04-02 (date last reviewed)
Mandatory Review Date:	2027-04-02 (3 years for existing policies & 1 year for new policies)

### PURPOSE

Clinical practica are an essential component of baccalaureate education for nursing. While participating in clinical practica, nursing students have access to client health care information and records. When a patient's health care information is used for research and education, it is essential to ensure the confidentiality of this information. Although institutions/facilities allow nursing students access to information from patient health care records for internal teaching purposes, any identifying information used outside of this context constitutes a breach of confidentiality.

The purpose of this policy to address the confidentiality of client information.

### SCOPE

This policy applies to all nursing students, clinical instructors, and the Associate Director of SON.

### DEFINITIONS

This includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term	Definition
PHIA	Personal Health Information Act
SON	Rankin School of Nursing
MAR	Medication Administration Record
NSHA	Nova Scotia Health Authority

### POLICY

PHIA was passed by the Nova Scotia government and became law in 2013. This law applies to the collection, use, disclosure, retention, disposal, and destruction of personal health information. Nursing students in the SON are required to adhere to PHIA.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<b>1. Client Assignments</b>	
<b>1.1 Sharing of Information</b>	
1.1.1 Client information gathered by nursing students while in clinical practica must be held in the strictest confidence.	Student
1.1.2 Client data collection sheets and nursing assignments (i.e. nursing care plans, concept maps) containing detailed and confidential information are not be shared with anyone but their clinical instructor for learning purposes.	Student Clinical Instructor
1.1.3 Relevant client information from clinical practica may be shared for learning purposes with the clinical group during clinical conferences only.	Students Clinical Instructor
<b>1.2 Protection of Information</b>	
1.2.1 Students will abide by the confidentiality/privacy policies of the institution/agencies, including signing confidentiality forms as per the NSHA zone requirements.	Student Clinical Instructor
1.2.2 No part of a client record, including the MAR, is to be printed, photographed, videoed, or photocopied.	Student Clinical Instructor
1.2.3 Students are not to discuss client information at any time in a public place, either inside or outside the institution/agency.	Student Clinical Instructor
1.2.4 When clinical assignments have been completed and graded, pages containing personal client information (including demographic data, psychosocial history, family history) will be removed and destroyed.	Student Clinical Instructor
<b>2. Breach in Confidentiality</b>	
2.1 If confidentiality of client information is breached, disciplinary action will be taken by the SON.	Student Clinical Instructor Associate Director SON

## RELATED POLICIES

Policy on Confidentiality in Health Information Technology  
 Policy on Confidentiality in Simulation Learning Centre  
 Regulation on Students in Clinical Practice Settings

## RELATED MATERIALS

- [StFX Academic Calendar](#)
- [Canadian Nurses Association. \(2017\). \*Code of ethics for registered nurses\*. Ottawa: Canadian Nurses Association.](#)
- [NSCN. \(2017\). \*Documentation guidelines for registered nurses\*. Nova Scotia: NSCN.](#)
- [NSCN \(2020\).Confidentiality and Privacy of Personal Health Information: Practice Guidelines. Nova Scotia: NSCN.](#)
- [NSHA Policy on Privacy and Confidentiality \(2017\)](#)