SA Health – Better Placed

Deed Poll

For Students and Institution Staff attending SA Health facilities for clinical placements

Why do I need to sign this Deed Poll?

SA Health places high importance on maintaining patient confidentiality and protecting privacy. Students and Institution staff will have access to a range of confidential information and need to be familiar and understand the relevant requirements of maintaining confidentially. By signing this Deed you understand your obligations and agree to comply with the relevant state legislation.

THE CHECKLIST MUST BE KEPT AND A COPY PROVIDED TO YOUR PLACEMENT PROVIDER WHEN REQUESTED.

What is personal information?

Personal information is information or an opinion, whether true or not, relating to a natural person or the affairs of a natural person whose identity is apparent, or can reasonably be ascertained. A natural person in this context is a living human being.

Personal information can include combinations of name, address, date of birth, financial or health status, ethnicity, gender, religion, witness statements, alleged behaviours and licensing details. It may also include photographs, biometrics or video footage.

How is personal information protected in the South Australian State Government?

South Australian Government agencies are required to comply with Premier & Cabinet Circular No 12; more commonly known as the Information Privacy Principles (IPPs) Instruction. Students and Institution staff are required to comply with the IPPs when handling personal information while undergoing a clinical placement in a government agency such as SA Health. The IPPs exist to keep personal information safe from inappropriate collection, use or disclosure by State Government agencies.

SA Health may collect personal information about staff or students for purposes associated with the placement. SA Health's information privacy obligations are set out in the Information Privacy Principles and SA Health Privacy Policy Directive.

The Education Provider has entered into an agreement with SA Health dealing with the placement of health professional students within SA Health facilities.

By signing this Deed Poll I acknowledge and agree that:

1. I am a student or Institution staff member of an Australian university / registered training organisation / training and further education institution run by the Education Provider and will be taking part in a placement.
2. I will not communicate to any person any information obtained during my attendance at a Facility, which could identify an individual who is receiving or has received a public sector health service, unless:
   (a) I am compelled or authorised to do so by law;
   (b) the individual consents to the disclosure and only subject to the express terms of that consent; or

(c) the disclosure is required for further treatment of the individual.

3. I acknowledge and agree that the Minister for Health and Wellbeing owns all right and title to and Intellectual Property in all Placement Material.

4. I hereby vest in the Minister for Health and Wellbeing all Intellectual Property in all Placement Material created by me with effect on their creation.

5. I confirm under this Deed Poll that I have undergone any applicable criminal history checks prior to placement in a SA Health site regardless of the length of placement. I consent to SA Health being provided with a copy of my criminal history check by the Education Provider.

6. I consent to SA Health being provided with a copy of my Working With Children Check, including my Working With Children Check number, by the Education Provider.

7. Unless compelled or authorised to do so by law, I will not disclose to any other person any of the confidential operations, dealings or affairs of SA Health or the Education Provider which may come to my knowledge through carrying out the Placement.

8. I will use all SA Health materials strictly in accordance with any conditions or restrictions communicated to me by SA Health or the Education Provider. Upon expiration of or earlier termination of the Placement I will return all SA Health material to SA Health.

9. I will comply with all lawful directions of SA Health staff and will only carry out those activities, procedures and/or acts required for the purposes of placement under the direction of SA Health staff.

10. I agree to comply with all relevant policies, procedures and directives of SA Health whilst on placement including procedures regarding:

    (a) immunisation and infection control, including but not limited to the Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy directive (PDF 452KB)

    (b) conduct and behaviour;

    (c) cultural respect;

    (d) occupational health and safety, manual handling, working withhazardous substances and dangerous goods;

    (e) dress requirements and identification;

    (f) motor vehicle use;

    (g) access to and use of SA Health information and technology systems; and

    (h) any other SA Health or SA Health Facility policy or guideline.

11. I will:

    (a) not disclose to any third party any of the Confidential Information of SA Health except as authorised by SA Health;

    (b) keep the Confidential Information of SA Health strictly secret and confidential;

    (c) take such steps as are reasonable to preserve the confidentiality and secrecy of the Confidential Information of SA Health;

(d) not make copies or duplicates of the Confidential Information of SA Health;

(e) keep any Confidential Information of SA Health disclosed to the Student by SA Health in secure, safe custody and confidential.

(f) ensure, in using Confidential Information of SA Health, that patient confidentiality and confidentiality of patient and deceased person's dental records is strictly maintained and other confidentiality policies of SA Health applicable to employees of SA Health.

12. The Confidential Information of SA Health as disclosed to me by SA Health shall remain the property of SA Health.

Signed as a Deed Poll

……..
Signature of Student / Institution Staff member

……..……
Name of Student / Institution Staff member

……...……...
Signature of Witness

……..……...….
Name of Witness in full

……...…...……...
Date of execution
DD/MM/YYYY

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Definitions:

"**Confidential Information**" means any information that is by its nature confidential or is designated by SA Health as confidential or the Student ought to know is confidential, and includes:

(a) information concerning the clinical processes and policies, commercial operations, financial arrangements or affairs of SA Health;

(b) the terms of this Deed Poll and the Agreement;

(c) information which identifies or relates to patients of SA Health;

(d) Personal Information;

(e) Patient Treatment Records; and

(f) all other material including but not limited to books, documents, information, computer software, equipment and data stored by any means disclosed or made available by SA Health to the Student in connection with the performance of the Agreement;

"**Document**" includes:

(a) any paper or other material on which there is writing;

(b) any paper or other material on which there are marks, figures, symbols or perforations, having a meaning for a person qualified to interpret them; and

(c) any disc, computer file, tape, or other article or any material from which sounds, images, writings or messages are capable of being produced or reproduced (with or without the aid of another article or device).

"SA Health Facility" means a public sector hospital; community-based health service or other SA Health Facility or service run by a Health Service District of SA Health.

"Intellectual Property" includes all copyright and neighbouring rights, all rights in relation to inventions including patent rights), registered and unregistered trademarks (including service marks), registered designs, circuit layouts and confidential information.

"Patient Treatment Records" means a SA Health patient and/or associated administrative records which identifies a patient, or group of patients, and which is created by me at the direction or control of SA Health in the course of my placement.

"**Placement Material**" means any Patient Treatment Records, notes, Documents, data or any other material created or modified by me while at SA Health Facilities on placement.

"**Personal Information**" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent or can reasonably be ascertained, from the information or opinion.

SA Health – Better Placed

For more information

Better Placed: Excellence in Health Education
Clinical System Support & Improvement
Department of Health and Wellbeing
Adelaide SA 5000

Website: www.sahealth.sa.gov.au/betterplaced

For general enquires: betterplaced@sa.gov.au

For student Sunrise EMR access enquiries: Health.StudentHADActivations@sa.gov.au

Interpreter

www.ausgoal.gov.au/creative-commons

Government of South Australia
SA Health

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