
FACULTY OF HEALTH STUDIES

Subject:	Confidentiality Personal Health Information Act (PHIA)	Date:	1995
Department:	Psychiatric Nursing/Nursing	Revised:	June 08/Feb 13
Program:	Bachelor of Science in Psychiatric Nursing/Bachelor of Nursing	Last Reviewed:	September 23/15

POLICY:

All students are required to attend an orientation on confidentiality and the Personal Health Information Act (PHIA) provided by the Brandon and/or the Winnipeg Regional Health Authorities (RHA). At this orientation students will sign the respective RHA Pledge of Confidentiality.

PROCEDURE:

1. The Clinical Placement Coordinator will arrange an orientation on confidentiality and the *Personal Health Information Act* to all new students.
2. Students entering the 2nd year of the program will be required to attend a scheduled orientation on confidentiality and PHIA. At the completion of the orientation students will sign the Pledge of Confidentiality.
3. Students who have not completed the orientation session and signed the Pledge of Confidentiality will not be allowed to participate in practica within the Regional Health Authority or other clinical setting.
4. The respective health authority will issue a card confirming the student has received a PHIA orientation and the pledge has been signed. Students will be advised that they may be requested during their practica to present their cards to health authority managers requesting evidence of the above requirements.
5. Under most circumstances the signed RHA Pledge of Confidentiality will be effective for the length of the student's program. Students participating in practica outside of the jurisdiction of their RHA pledge cards may be required to attend a PHIA orientation session of that RHA or organization and will be required to sign the respective Pledge of Confidentiality.
6. A copy of the signed Pledge of Confidentiality will be given to the BScPN/BN Student Advisor for placement in the student's file.
7. Any student who is unable to attend the session (as a result of extreme circumstances) is responsible to make arrangements directly with the Clinical Placement Coordinator to receive orientation and sign the *Pledge of Confidentiality* within 7 days of the original orientation session.