
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	Approved by HS Faculty Council:	September 20 2018

DEFINITIONS

Confidential Information: Includes, but is not limited to, Personal Information as defined in *The Freedom of Information and Protection of Privacy Act (FIPPA)*; Personal Health Information as defined in *The Personal Health Information Act (PHIA)*; and administrative records collected and created in the clinical area and relate to legal, financial and operational matters of a confidential nature.

Personal Health Information: Information about an identifiable individual that relates to

- The individual's health or health care history, including genetic information about the individual
- The provision of health care to the individual, or
- Payment of health care provided to the individual and includes;
- The Personal Health Identification Number (PHIN) and any other identifying number, symbol or particular assigned to an individual, and
- Any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care.

Personal Information: Information about an identifiable individual including:

- The individual's name
- Home address, or home telephone/fax number or personal email address
- Ancestry, race, colour, nationality, or national ethnic group
- Religion or creed, or religious belief, association or activity
- Blood type, fingerprints, or other hereditary characteristics
- Political belief, association or activity
- Education, employment, or occupation or educational, employment, or occupational history
- Source of income or financial circumstances, activities, or history
- Criminal history, including regulatory offences
- Involvement in legal matters

POLICY:

All students are required to attend an orientation on confidentiality and the Personal Health Information Act (PHIA) provided by Prairie Mountain Health and/or the Winnipeg Regional Health Authorities (RHA). Students may be required to sign/attend respective RHA Confidentiality sessions as needed.

PROCEDURE:

1. The Clinical Placement Coordinator will arrange an orientation on confidentiality and the *Personal Health Information Act* to all new students entering Year 2 of the respective program.
2. Students 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.
8. Students removing confidential information from a facility are responsible for the security and protection of the information at all times. A zippered binder, with a label stating as contents as "Confidential", identifying the student name/contact information, is required to safeguard the information when transporting confidential information to and from the clinical setting.
9. Posting information on Social Media sites (including Direct Messenger sites such as Facebook, Messenger, Snapchat, Skype, Instagram) about clients including Personal Health Information and images is strictly prohibited. The Debarment Policy and/or the Professional Conduct Review Policy will be initiated in this instance.