

FACULTY OF BIOLOGY, MEDICINE AND HEALTH
Optometry

PATIENT INFORMATION CONFIDENTIALITY POLICY - FOR STUDENTS

In accordance with the [GOC Standards for Optical Students](#), you have a duty to ensure confidentiality of patient information and to make the care of patients your first concern.

The guidelines below are to assist you in maintaining confidentiality.

You must sign a copy of this form to indicate your understanding and agreement to comply with these guidelines. An electronic version of this form can be viewed on Blackboard.

Confidentiality is maintaining security of information obtained from/about an individual.

Maintaining Confidentiality

Information should be used only for the purpose for which it was given. It should not be shared with a third party without the consent of the patient.

PATIENT RECORDS

Under no circumstances should a patient record be:

- Removed from reception without the permission of the receptionists. If you require a patient record, you must fill in the book at reception. You must also sign the book when you return the record. You will be held personally responsible for the record when it has been signed out under your name. This record must not be passed onto other students (either as the original or as a photocopy).
- Removed from the building
- Photographed or copied onto a mobile device, for example mobile phones, tablets or USB sticks
- Left anywhere where there is the possibility of staff, students or patients viewing it. Do not leave records unattended in any room.
- If you or your supervisor needs to dispose of a document containing confidential information then the grey 'Shred it' bins on floor 2 of the Carys Bannister Building should be used.

YOUR LOGBOOK

- Patient names should never appear on the pages of your logbook. You should use initials only.
- Any attachments made to your logbook (e.g. visual field plots) should have names and other identifiable features removed.
- You may sometimes examine a volunteer or another student for practise. Any record generated must be treated as confidential. Consider not writing their name or using initials.

WORD PROCESSING AND REFERRAL LETTERS

Word processed documents should be treated no differently to hand written records.

- All word processed referral letters must be done on the password protected laptop in the supervisor room
- A printed copy of any letter should be placed in the patients file
- Under no circumstances should students write referral letters on other computers, save letters on personal devices or email letters containing any patient identifiable data.

OUTSIDE CLINIC

- When discussing your work with friends/family be careful to protect confidentiality - never use names or other identifiers.

Any student who acts against the guidance in this document will be held responsible and may be subject to disciplinary action.

I have read and understood the guidance on confidentiality. I will follow this guidance at all times during my studies at the University of Manchester.

Signed: _____ Date: ____/____/____ (DD/MM/YYYY)

Print name: _____ Student ID: _____