



CONFIDENTIALITY POLICY

Purpose

Nursing students and faculty are frequently privileged to confidential information during clinical and classroom experiences. Students and faculty have access to medical records, obtain personal information from patients and families, and participate in formational assessments, personnel issues, continuous quality improvement and financial or strategic planning. Faculty members are often privileged to personal information about students during advisement, Caring Groups, and journaling. Because confidentiality is a legal and ethical expectation of students and faculty, the Tanner Health School of Nursing at the University of West Georgia has developed the following policy to clarify the scope and significance of maintaining confidentiality.

Guidelines

All nursing students and faculty in the Tanner Health School of Nursing at the University of West Georgia are expected to abide by the following guidelines:

1. All written, verbal, or electronic information regarding a patient or institution is to be kept in strict confidence.
2. Verbal or written disclosure of information about patients or agencies to any unauthorized person is prohibited.
3. Any written information about a patient must only contain the patient's initials and should be secured and shared only with students and faculty participating in the care of the patient.
4. The reporting of information specific to agencies may include the school or individual titles; however, it may not include the names of agencies or persons involved. Data must be summarized and reported collectively to ensure confidentiality for the participants.
5. Any written communication (proposal or report) between the student and preceptor/agency must be approved by the faculty before it is presented to the preceptor.
6. Any verbal or written communication whether in the classroom, seminar, lab, or clinical settings is for the sole purpose of learning and is also covered under this confidentiality policy.
7. Students and faculty participating in teaching/learning activities (Caring Groups, counseling, etc.) are expected to maintain confidentiality regarding personal information shared. Relevant academic information regarding a student may be shared on an "as needed" basis within the School of Nursing in order to provide the support and assistance to enhance the student's potential for success in the program.
8. Students and faculty should continue to keep all privileged information obtained during enrollment or employment at the University of West Georgia confidential, even after graduation or termination.
9. Students in violation of this policy will be reviewed by the faculty and the School Dean and may receive a failing course grade. Faculty in violation of the policy will be reviewed by other faculty and the School Dean and a plan of action will be decided at that time.
10. Students will sign this upon admission to the BSN/MSN Program and are expected to review the confidentiality policy annually.

Student Signature

Date

Student Name (Print)

UWG ID#