



School of Nursing and Midwifery

**Guidelines for Sharing Personal
Information between Monash
University, School of Nursing and
Midwifery and its Affiliated Hospitals**

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Guidelines for sharing personal information between the Monash University School of Nursing and Midwifery and its affiliated hospitals

Category: Clinical
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Introduction

Monash University has a privacy policy in existence which regulates the collection, handling, disclosure and storage of personal information. The Monash University privacy policy is found at www.privacy.monash.edu.au. Hospitals affiliated with Monash University also have a privacy policy that regulates the handling of personal and health information. The purpose of these guidelines is to clarify one area of privacy application, which is the way in which personal information is handled and disclosed between the Monash University School of Nursing and Midwifery and its affiliated hospitals.

Coverage

These guidelines are applicable to Monash University School of Nursing and Midwifery students enrolled in specific postgraduate courses and who are employed by an affiliated hospital in order to meet course employment and/or scholarship eligibility requirements. The guidelines also apply to nominated staff members of the Monash University School of Nursing and Midwifery and its affiliated hospitals.

Definitions

Specific courses: Appendix 1 provides a comprehensive list of the Monash University School of Nursing and Midwifery courses to which these guidelines apply.

Eligibility Requirements: The Monash University Postgraduate Student Handbook <http://www.monash.edu.au/pubs/handbooks/postgrad/>, provides an outline of course eligibility requirements.

Guidelines

The Monash University School of Nursing and Midwifery and its affiliated hospitals are committed to ensuring that all students' personal information is protected from inappropriate use and disclosure.

If a student enrolls in a specific postgraduate course that has a curriculum and enrolment requirement of employment for assessment and/or scholarship purposes, it is essential that Monash University and the employing affiliated hospital are able to collect and disclose relevant student information for course administration and assessment purposes.

While the School and its affiliated hospitals are bound by individual Privacy Agreements, these guidelines endeavour to ensure a transparent approach is taken to the handling of personal information which will facilitate and enhance the student's learning experience.

Procedures

Stage One

On application for entry into a Monash University School of Nursing and Midwifery specific course, the student will be informed about how his/her information will be used and disclosed during the application and enrolment process.

If a student is offered a place in one of the specified courses, and, in order to meet course eligibility requirements, needs to be employed by a hospital affiliated to Monash University, the student will be required to accept both the university's and the hospital's written letter of offer.

Stage Two

Once the student has accepted both letters of offer (enrolment and employment) a disclosure consent form (Appendix 2) must be completed. The disclosure consent form will outline the way in which the student's information will be collected, disclosed and used during enrolment in a specified course.

An officer of Monash University will distribute the disclosure consent form to enrolling students and once completed, store the documents in a secure location. Once the consent form has been signed and returned by the student, Monash University will notify the employing affiliated hospital that it has received the completed disclosure consent form.

The type of personal information that will be disclosed between Monash University and the affiliated hospitals will be outlined in the disclosure consent form. This form will be made available to students at the commencement of enrolment in a specified course and/or employment at an affiliated hospital for course eligibility requirements. If a student provides any personal information to Monash University or the affiliated employing hospital, in addition to that collected in the disclosure consent form during the period that he/she is enrolled/employed, consent for any disclosure of this information must be sought from the student prior to any disclosure to the other party.

If a student expresses a desire not to sign the disclosure consent form, his/her position in the course will be reviewed in discussion with the student and course coordinator. Consideration will be given to whether it is possible for the student to commence/continue the course or the employment where consent to the handling of personal information is not provided.

Stage Three

The disclosure consent form will be held in accordance with the Monash University's Record Managements policy and procedures.

Disclosure of Information

Disclosure of the information collected, in accordance with these guidelines will be limited to the nominated responsible officer(s) designated by the university and the affiliated hospital.

It is recognised that meetings between officers of the university and affiliated hospitals are an effective mechanism to resolve student issues and to assist in the administration of the specific course(s). When student issues are raised in these meetings all attempts to de-identify the student will be made. Specific student issues or problems will be discussed according to established university processes for unsatisfactory academic and clinical progress.

Access to Information

Individuals have the right to seek access to their personal information and make corrections. Monash University will, on request, provide students with access to information it holds about them pursuant to the Freedom of Information Act. If a student would like to enquire about gaining access to the information the university holds about him/her, they should contact the Monash University Privacy Officer on telephone 9905 6011 or the Freedom of Information Officer on 9905 5137.

Associated Documentation

- Monash University Privacy Policy
<http://www.privacy.monash.edu.au/>
- Victorian Information Privacy Act (2002)
<http://www.health.vic.gov.au/healthrecords/regs.htm>
- Victorian Health Records Act (2002)
http://www.austlii.edu.au/au/legis/vic/consol_act/ipa2000231/

List of Appendices

Appendix 1	Courses included in Privacy Guidelines
Appendix 2	Consent to Collect, Hold and Disclose my Personal Information

Appendix 1 – Courses included in the Privacy Guidelines

**Monash University
School of Nursing and Midwifery
Courses included in the Privacy Guidelines**

1. Graduate Certificate and/or Diploma of Nursing with a speciality in:
 - Advanced Medical Surgical
 - Childrens
 - Critical Care
 - Emergency
 - Gerontics
 - General Practice
 - Mental Health
2. Graduate Diploma of Midwifery.
3. Master of Nursing with a speciality in:
 - Childrens
 - Critical Care
 - Education
 - Emergency
 - Gerontics
 - Mental Health
 - Palliative Care
4. Master of Clinical Midwifery.
5. Any course offered by the School of Nursing and Midwifery that has a compulsory clinical component.

Appendix 2 – Privacy – Consent to Collect, Hold and Disclose my Personal Information

Monash University School of Nursing and Midwifery PRIVACY – Consent to Collect, Hold and Disclose my Personal Information

I, _____ (insert name) am currently enrolled in the course entitled _____ and, for the purposes of fulfilling the course requirements am employed, or will be employed, at the following hospital

_____.

I acknowledge that I have read the Guidelines for Sharing Information between the Monash University School of Nursing and Midwifery and its Affiliated Hospitals, and in accordance with these Guidelines, I understand that Monash University will collect, hold and disclose personal information about me of the kind referred to below for educational purposes.

Personal Information

- Name
- Course/units enrolled in
- Assessment/results
- Current days/hours of employment
- Change of employment details
- Supervisor's name
- Academic progress matters

I understand that it is an imperative part of fulfilling my course requirements at Monash University that I be employed by a hospital and that the results of my work at the hospital will be taken into account in monitoring and assessing my academic and clinical progress and determining my academic results. I thereby consent to:

- Monash University disclosing to authorised representatives from the hospital at which I am employed, personal information held by Monash University about me (Authorised representatives include my clinical supervisor/teacher or a nominated representative of my clinical employer).
- Monash University collecting personal information from my employing hospital.
- My employing hospital disclosing personal information about me to Monash University.
- Monash University discussing my academic and clinical progress with my clinical teachers/supervisors and a nominated representative of my clinical employer.
- Monash University providing a copy of this consent to my employing hospital in order to facilitate the disclosure of personal information.

I understand that I am not obliged to consent to the disclosure of information described in this consent form. However if I choose not to complete this form, it may not be possible for me to enrol in a School of Nursing and Midwifery postgraduate course. If you would like to discuss this matter further please contact the Course Administrator.

I am aware that I have the right to access personal information that Monash University holds about me, subject to any exceptions in relevant legislation. I am also aware that if I wish to seek access to my personal information or inquire about the handling of my personal information, I can contact the University Privacy Officer on (03) 9905 6011 or the Freedom of Information Officer on (03) 9905 5137.

Signed: _____

Date: _____