

Faith Community Nurse Program and Health Ministry Confidentiality Guidelines

SUBJECT: Confidentiality

EFFECTIVE DATE:

SUPERCEDES: None

Purpose

To insure that standards relating to confidentiality of clients of Faith Community Nursing Program are described, understood, and adhered to.

Guidelines

Confidential information is information that relates to the past, present or future physical or behavioral condition of a client which identifies or could be used to identify a client receiving services from the faith community nurse or members of the health ministry team. It includes information in any form or media, including oral, written or electronic.

Confidentiality or the right to privacy is the right of every client, particularly in the arena of personal health information. Each faith community nurse and health ministry member acknowledges and respects that right in context of working with individuals and groups at church.

As a person who serves as a faith community nurse or in the health ministry, I may be privileged to certain pieces of personal and medical information. I am responsible for understanding my role in maintaining confidentiality.

- Access only the information needed to perform my assignment.
- Only discuss information about a client with others who have a need to know.
- Do not talk about a client's information with staff, family members, friends, or neighbors.
- Be aware of who can hear my conversations.
- Dispose of any confidential information by shredding it or by placing it in secure recycling bins.

I understand my role in maintaining confidentiality and will follow the guidelines listed above.

Signature:

Date: