



MASSEY UNIVERSITY
COLLEGE OF HEALTH
TE KURA HAUORA TANGATA

Professional Conduct and Confidentiality Contract

This contract sets out your responsibilities as a student nurse whilst gaining nursing experiences in a diverse range of clinical settings. The contract is between Massey University and all the clinical agencies involved in the provision of clinical learning experiences, and

_____ (“you”).
(full name of student)

You:

1. Have read the Bachelor of Nursing Practicum Folder/Handbook. Your questions in regard to the BN protocols, lines of communication, and expectations have been satisfactorily answered, and you understand your responsibilities whilst gaining experience in clinical settings.
2. Will work in a manner consistent with the professional and ethical standards as set by the Nursing Council of New Zealand and adapted by Massey University for the purpose of this programme;
3. Shall behave in a manner that will not bring the profession of Nursing, your fellow students, the clinical agency, or Massey University into disrepute;
4. Will familiarise yourself with, and adhere to, all the protocols that exist in any of the settings you are placed in to gain clinical experience. If no protocols or guidelines exist, you will follow Massey University protocols and guidelines as outlined in the Practicum Folder/Handbook;
5. Will work at all times under the guidance and supervision of a Registered Nurse/Health Professional (or assigned staff member where a Registered Nurse/Health Professional is temporarily not present);
6. Will be punctual and notify the appropriate person beforehand if you will be absent or delayed;
7. Will be appropriately attired and groomed as outlined in the Practicum Folder/Handbook and wear your student identification card/badge at all times;
8. Will contact the placement prior to commencing your clinical experience unless directed otherwise by your lecturer/CTA;
9. Understand that in the event of unsafe/unprofessional practise you will be removed from the clinical agency, and such removal will constitute a fail grade for the Paper to which the clinical experience is connected.

Please turn page over for confidentiality contract

Confidential information

You will be given access to personal, health, or business information by virtue of the

- educational and clinical experience provided to you by the clinical agency/facility; or
- access to, and use of facilities granted to you by the clinical agency to enable you to receive clinical experience and education.

You:

1. Agree that any and all information observed or obtained by you during your clinical experience is **confidential information**. Confidential Information includes, but is not limited to, information and health information relating to the clinical agency, or to past, present, or future patients or clients of the clinical agency;
2. Agree to abide by the following conditions:
 - You will use confidential information only for the purpose of learning and providing services at the clinical agency during your clinical experience.
 - You will, at all times, manage confidential information in accordance with requirements of the Health Information Privacy Code 1994, the Privacy Act 1993, and the clinical agency's policies and procedures.
 - Except in accordance with legislation, you will not disclose or duplicate confidential information to or for any person, corporate entity, firm or organisation, unless you have prior authorisation from the clinical agency.
 - If you believe that confidential information needs to be disclosed, you must notify and consult with your preceptor and the senior nurse/manager in the clinical agency, as well as your CTA. You are required to follow the agency's usual procedures for release of information. You will take all reasonable action to avoid and limit such disclosure.
3. Agree that these obligations of confidentiality will survive the term of your enrolment in the Bachelor of Nursing programme; and
4. Agree that the obligations of confidentiality imposed by this contract are in addition to obligations of confidentiality imposed by law, and you are expected to have an understanding of obligations imposed by the Privacy Act 1993 and the Health Information Privacy Code 1994.
5. Understand that your access to and use of confidential information and electronic systems will be monitored and audited and that any inappropriate access to, or use of, information may be reported to the BN Programme Director, the professional registration authority with which you intend to be registered once you have qualified, the Privacy Commissioner and other agencies.
6. Understand that maintaining confidentiality in professional nursing/education matters is not limited to verbal communication only. It includes placing written information, recordings, or photos on social networks such as 'Twitter', 'Facebook', 'YouTube' or any other means of communication;

This contract needs to be signed prior to gaining clinical experience

Student's Name: _____ (please print) Witness' Name: _____ (please print)

Student's Signature: _____ Witness' Signature: _____

Date: _____