While it is important to debrief about experiences and share learnings, it is essential that all involved always maintain the privacy of patients, carers and their families.

The personal and health information of patients is protected by ethical, professional and legal standards. These protections are to enable mutual trust and open communication between health professionals and patients, which are considered prerequisites in providing the best medical diagnosis and treatment (Wolf, G., & Mendelson, D. 2019).

Any personal or medical information discussed or overheard through your involvement in this program regarding patient consultations, meetings or medical records must, by law, be kept private and confidential.

Scientists must follow the rules and regulations of the hospital, clinic or private practice at all times with regard to patient confidentiality and confidentiality of health records. The scientist is required to sign an acknowledgement that they have read and are bound by the insert organisation name Code of Conduct.

Examples of private and confidential patient information includes:

* Identity (e.g. name, address, social security number, date of birth, etc.)
* Physical condition
* Emotional condition
* Financial information
* Medical records
* Test results
* Clinic lists
* Conversations

Familiarise yourself with insert organisation name Privacy Procedure (Appendix insert number) and take time to refresh your knowledge and understanding of these.

**In summary:**

* insert organisation name is required by law to protect patient information. All efforts must be taken to protect information from unauthorised access, improper use, disclosure, unlawful destruction or accidental loss
* insert organisation name staff must not divulge any identifiable patient information without the patients consent
* If the patient refuses consent, or has specific consent requirements, a note should be made in the patient record.