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| <p>Team Name: Regional PCH Program Team</p> <p>Team Lead: Director – Personal Care Homes - West</p> <p>Approved by: Regional Lead – Community & Continuing Care</p> | <p>Reference Number: CLI.6410.PL.022</p> <p>Program Area: Personal Care Home</p> <p>Policy Section: General</p> |
| <p>Issue Date February 16, 2022</p> <p>Review Date:</p> <p>Revision Date:</p> | <p>Subject: Agreement to Share Personal Health Information in Personal Care Home</p> |

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Agreement to Share Personal Health Information in Personal Care Home

PURPOSE:

To establish a clear understanding between the Personal Care Home (PCH) and the resident about which information may or may not be shared about the resident with other residents, visitors and the public.

BOARD POLICY REFERENCE:

Executive Limitation (EL-02) Treatment of Clients

POLICY:

Residents residing in a PCH have their personal and personal health information protected in accordance with *The Personal Health Information Act* (PHIA).

DEFINITIONS:

Representative/Designate: A person chosen or appointed to act or speak on behalf of the resident.

PROCEDURE:

- During the pre-admission visit or at the time of the admission, the admitting staff person (e.g. nurse, social worker, Site Leadership) reviews the Agreement to Share Personal Health Information in Personal Care Home (the Agreement) (CLI.6410.PL.022.FORM.01) with the resident who has capacity to understand the Agreement, or with the resident’s representative/designate.

- A check mark in the appropriate box “Yes”, “No” or “N/A” indicates the resident’s consent or refusal or not applicable to each item.
- Staff comply with the decisions of the resident and record the resident’s wishes in the Integrated Care Plan (CLI.6410.PL.002.FORM.01) and the health care record, as required.
- Ensure that resident’s wishes are communicated with all relevant departments within the facility.
- The Agreement is reviewed at resident’s Annual Care Conference to ensure that resident’s wishes have remained the same.
- The resident may revoke or amend the Agreement in writing at any time.

SUPPORTING DOCUMENTS:

[CLI.6410.PL.022.FORM.01](#) Agreement to Share Personal Health Information in Personal Care Home

[CLI.6410.PL.022.FORM.01.F](#) Agreement to Share Personal Health Information in Personal Care Home - French

REFERENCES:

CLI.6410.PL.002 *Integrated Care Plan for Residents in Personal Care Homes.*
The Personal Health Information Act. *December 11, 1997*