

Personal Health Information Act Information & Agreement for Persons Job Shadowing

As a trustee, Southern Health-Santé Sud is bound by Manitoba’s Personal Health Information Act (PHIA). This Act obliges us to protect the confidentiality and privacy of Individual’s (patient/client/resident) personal health information.

During your job shadowing within a Southern Health-Santé Sud site, we require that you adhere to the following:

- Keep all client personal health information confidential and private. Do not discuss any client information you may hear or see with anyone other than the Staff/Physician you are job shadowing.
- Do not discuss personal health information with the Staff/Physician being job shadowed in public areas within the site, and personal health information is not to be discussed by you outside the Site.
- You, as the Observer, are not permitted to share or disclose any personal health information.
- If you are not sure what the right thing to do is in a specific situation, discuss it with staff or Privacy Officer at the Site, or contact the Regional Officer – Privacy & Access.
- The Confidentiality Policy and PHIA-related policies are available to the Observer.

IMPORTANT PHIA FACTS

1. PHIA is about ‘Personal Health Information’ which includes information that can identify an individual such as:
 - Name, address, telephone number & email
 - Health or health history
 - Behavior from illness or treatment
 - Type of care or treatment provided
 - Numbers or symbols, i.e. PHIN
 - Financial situation, home conditions or difficulties
 - Other private matters, i.e. age, sexual orientation
2. Individuals have the right to confidentiality about their personal health information.
3. Everyone associated with Southern Health-Santé Sud is required to comply with PHIA, including you.

I understand that I am required to keep all ‘personal health information’ confidential.

	<i>Date Signed</i>
<i>Observer Name (Print)</i>	<i>Witness Name (Print)</i>
<i>Observer Signature</i>	<i>Witness Signature</i>
<i>A parent or legal guardian must assume signing responsibility if the Observer is a Minor (under the age of 18)</i>	
<i>Parental/Legal Guardian’s Name (Print)</i>	<i>Parent/Legal Guardian’s Signature</i>
<i>Designated Site Representative Name (Print)</i>	<i>Designated Site Representative Signature</i>