

# Adelaide Quality Care

## Policy 3

### Consent Policy

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# Consent Policy

## PURPOSE AND SCOPE

Adelaide Quality Care must gain consent from the participant prior to sharing any information with family, representatives, other providers and government bodies.

Children under the age of 18 will need their family / advocate / guardian's consent to share information with other providers and government bodies. It is the responsibility of all employees to inform participants about their rights regarding the provision of consent.

## POLICY

- Adelaide Quality Care recognises the importance of maintaining the privacy and confidentiality of all participants. There are times when it is essential to share information with other parties such as government bodies and other service providers.
- Adelaide Quality Care will not give any information to person or authority without the participant's consent unless the disclosure is a legal requirement.
- Adelaide Quality Care will inform all participants (upon entry into the service) about their rights to privacy and confidentiality.
- Adelaide Quality Care will inform all participants that they have an opt-out option if information is requested for audit purposes.

## PROCEDURE

If a participant wishes to give consent to another person or organisation, then the following procedures is required to be undertaken:

- Inform participant that consent is required to share any information about the support.
- Inform participant that consent can be withdrawn at any time.
- Communicate information about consent in a method relevant to the participant.
- Participant to complete Consent Form.
- Consent form is to be placed at front of support plan, and
- Relevant employees are informed about the consent.

## **RELATED DOCUMENTS**

- Consent form

## **REFERENCES**

- NDIS Practice Standards and Quality Indicators 2018
- Disability Inclusion Act and Regulation 2014
- Privacy Act (1988)

# Participant Information Consent Form

## REFERENCES

- Poisons and Therapeutic Goods Regulation 2008, last modified 27 August 2010
- NDIS Practice Standards and Quality Indicators 2018
- Australian Pharmaceutical Advisory Committee (APAC) Guidelines July 2006
- September 2012, Guidelines for Medication Management in Residential Aged Care Facilities (Resource Kit).
- Aged Care Act 1997, No. 112, 1997
- Poisons and Therapeutic Goods Regulation 2008, Current version for 27 August 2010
- Mosby's Drug guide for Nurses 6th Edition
- Meditrax – Warfarin considerations fact sheet
- eMedical Journal of Australia - Consensus guidelines for warfarin therapy
- Australian Pharmaceutical Advisory Council (July 2005) Guiding Principles to achieve continuity in medication management. DoHA, Canberra
- Do Not Crush: medications list - 2016
- Department of Human Health Services, September 2012, Guidelines for Medication Management in Residential Aged Care Facilities (Resource Kit)
- The Joanna Briggs Institute (<http://connect.jbiconnectplus.org>), February 2014, Medication Administration
- The Joanna Briggs Institute (<http://connect.jbiconnectplus.org>), February 2014, Medication Oral Administration
- Australian Nursing and Midwifery Council, November 2007, Delegation and Supervision for Nurses and Midwives
- Best Practice, 2009, Strategies to Reduces Medication Errors with Reference to Older Adults
- Australian Pharmaceutical Advisory Council, July 2007, Guiding Principles to Achieve Continuity in Medication Management
- Department of Health and Ageing, The National Strategy for Quality Use of Medicines 2012

Personal information collection, holding, use and disclosure of personal information by Adelaide Quality Care is protected by the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) (Privacy Act).

Personal information is any information or an opinion that identifies you or could identify you, and includes information about your health.

The purpose for collecting personal information from you is to:

- Provide services, including planning, coordinating, funding, implementing, monitoring and reviewing our services
- Report to ndis, government or other funding bodies of how funding is serviced by us,
- Take photographs and videos for therapeutic and marketing purposes
- Responding to your feedbacks, and
- Responding to your queries.

\* Please note that Adelaide Quality Care is required to release information about service users (without identifying you by full name or address) to the Disability Services Commission and to the Australian Institute of Health and Welfare, to enable statistics about disability services and their participants to be compiled. The information will be kept confidential. This information is used for statistical purposes only and will not be used to affect your entitlements or your access to services. As a user of National Disability Agreement services, you have the right to access your own files and to update or correct information included in the Disability Services National Minimum Data Set collection.

Adelaide Quality Care will not disclose/use information about you for any secondary purpose unless:

- You have consented to the use or disclosure; or
- You would reasonably expect Adelaide Quality Care to use or disclose the information for the secondary purpose as it is directly related to the primary purpose; or
- The use or disclosure of the information is required or authorised by or under an Australian law or a court/tribunal order; or
- Adelaide Quality Care reasonably believes the use or disclosure is necessary to lessen or prevent a serious threat to life, health or safety of an individual or to public health and safety; or

- Adelaide Quality Care has reason to suspect an individual may have done something unlawful or engaged in serious misconduct that relates to Adelaide Quality Care functions or activities;
- Adelaide Quality Care reasonably believes that the use or disclosure is reasonably necessary to assist another person to locate a person reported as missing.

Use of Media (please tick)

- I do not give Adelaide Quality Care authority to use photographs and videos for therapeutic purposes
- I do not give Adelaide Quality Care authority to use photographs and videos for marketing purposes.
- I do not give Adelaide Quality Care authority to send me information about services via a Newsletter
- I do not give Adelaide Quality Care authority to contact me to advise me of service related opportunities

I ..... give authority for Adelaide Quality Care Support Services; to collect, store, use and disclose personal and sensitive information, including health records, for the primary purpose of service provision and directly related needs in accordance with the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) whilst I/we remain a participant of Adelaide Quality Care. If my/our circumstances change I agree to notify Adelaide Quality Care as soon as practicable.

Participant's Name		Date	
Signature			

Full Name		Relationship to Participant	
Signature		Date	

**Note:** Where a participant does not have the capacity to give informed consent and does not have a legal guardian who has the authority to make decisions on behalf of the participant, the participant's parent, family member or other person with a close personal relationship to the participant may sign this form. The person who signs on the participant's behalf must print their relationship to the participant next to their name.

Please send completed forms to: Adelaide Quality Care

### Participant Consent for Third Party Release of Information

Pursuant to *The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)*

The purpose of this form is to provide consent to the release of personal information to third parties as requested by the Participant which is protected and governed by the privacy provisions of *The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)*

I \_\_\_\_\_  
.....

Consent to release to

.....  
.....

Personal information which Adelaide Quality Care, or its staff need to release in order to respond to the following concern or issue: Information regarding

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand this may include personal information within the meaning of The Freedom of Information and Protection of Privacy Act 2012 (Cth).

I further understand that Adelaide Quality Care will only release as much information as is needed to respond to my concern and subject to the restrictions and provisions of The Freedom of Information and Protection of Privacy Act 2012 (Cth).

Participant's Name		Date	
Signature			

Full Name		Relationship to Participant	
Signature		Date	

### **Consenting to the Release of Personal Information**

- In order to comply with privacy legislation, this consent is necessary when participants ask third parties to either advocate or make inquiries on their behalf regarding various issues or services provided by Adelaide Quality Care
- In all cases, Adelaide Quality Care will only release as much information as is needed in order to respond to the inquiry or participant's concern.
- Certain information will not be released by Adelaide Quality Care (e.g. information about other individuals, records subject to solicitor-participant privilege, records relating to a current lawful investigation, records the release of which would affect the safety or health of anyone).
- In the event a subsequent inquiry is made by the same third party which is unrelated to any previous participant concern, another consent form will need to be completed.



