

A.1.1. Access to wards and patients

You are reminded of the ethical guidelines covering the involvement of patients in clinical teaching and you must always:

- be correctly attired and wearing your Campus Card Photo ID;
- identify yourself to the patient;
- explain the purpose of your interview and examination and obtain verbal agreement from the patient;
- ensure the patient is able to consent and agrees to be interviewed;
- respect a patient's refusal to be examined.

Issues have previously arisen when students have visited wards or hospitals to which they are not formally allocated, or out of usual work hours. In these situations, it is particularly important that students observe the following procedures in addition to the above:

- you explain the purpose of your visit to, and seek permission from, the senior nurse on duty and the nurse looking after the patient before approaching the patient; or
- if the clinical team is present, it is appropriate to speak to a member of that team.

It is important that these courtesies are observed to ensure students continue to have access to the wards.

If you are in any way concerned about ethical aspects of your clinical work, you are urged to consult the attachment convenor for advice or seek advice from the senior members of the clinical team to which you are attached. Alternatively, you may wish to discuss your concerns with your Student Support Advisor who can also contact the Directors of Medical Student Affairs if required. Refer to Ethical Guidelines section of [Clinical Practice: guidelines, policies & legislation](#).

A.1.2. Case notes

The hospital case records of patients are confidential documents whose custody and security is the responsibility of the DHB. Clinicians in charge of patients are responsible to the Chief Executive Officer for the quality and accuracy of these records. It is everyone's responsibility to maintain the highest possible standards as these form a vital record on which the patient's welfare may depend for years to come. Please ensure any notes you make are of the highest standard.

A.1.3. Student use of patient information

When preparing your own study notes and case note reports etc., students who have permission to access a patient file need to be particularly careful that they safeguard the patient information and do not contravene DHB patient privacy codes. **In particular,**

no information that identifies the patient (including NHI number and/or date of birth) can be printed out or copied and stored to any personal device such as a memory stick or computer.

The Health Information Privacy Code and its implications are outlined in section 10 of the [Clinical Practice: guidelines, policies & legislation](#), and students must know and attend to its requirements. DHB audit systems are monitoring those accessing patient notes, and misuse is taken very seriously.

A.1.4. Obtaining consent

It is the responsibility of the professional performing the procedure or operation to gain consent. Students are encouraged to participate in this process. Refer also to Section 1.2 of [Clinical Practice: guidelines, policies & legislation](#).