BC CANCER KELOWNA
SINDI AHLUWALIA HAWKINS CENTRE
Provincial Health Services Authority

CONFIDENTIALITY AGREEMENT

We wish to bring to your attention that all information concerning patients at BC Cancer is strictly confidential.

If you ever find yourself in the position of recognizing a patient or dealing with an employee's or friend's medical history file, we wish to stress the importance of respecting the confidentiality of these records. Information regarding patients is not to be discussed with anyone outside of the Agency or with any other staff member whose duties do not demand this knowledge. If you are unsure whether another staff member is entitled to patient information, check first with your supervisor.

Only medical staff are authorized to discuss the medical condition of a patient with the patient. Therefore, if you are faced with a situation where a patient requests information from you concerning their medical record, refer the patient to his/her physician.

In all cases "patients" refer to people who are in the Hospital Unit, are treated as out-patients, or whose records (such as pap smear results) are registered with BC Cancer.

If you experience any problems regarding confidentiality, you should discuss this matter with the Regional Coordinator, Volunteer Services.

Violation of confidentiality, in accordance with BC Cancer policy concerning this matter, is grounds for immediate dismissal from employment or association with BC Cancer.

I acknowledge that I have read and understand BC Cancer's policy concerning confidentiality.

Relationship with BCCA:

__ BCCA Employee

__ Student

__ Resident

__ Volunteer

__ Contracted service (please explain)

Other (please explain)

Vendor
_____-_____ _____

_____
Signature

_____
Name (print)

Not applicable
_____
Program

BC Cancer - Kelowna
_____
Centre/Facility

_____
Date (Day/Month/Year)

Managers/Supervisors review: _____
Signature   Date (Day /Month/Year)

Instructions: Completed agreements should be submitted to Manager/Supervisor. Agreements for BCCA Employees are forwarded to the Human Resources Employee File. Other agreements to be retained by appropriate Manager/Supervisor.