



HEALTH HOLDING

HAFIER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Nursing		
<b>Document:</b>	Departmental Policy and Procedure		
<b>Title:</b>	Nursing Role in Patient Confidentiality		
<b>Applies To:</b>	All Nursing Staff		
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## 1. PURPOSE:

- 1.1 To maintain confidentiality of patient information.
- 1.2 To ensure that every reasonable effort shall be made to maintain confidentiality of the patient.
- 1.3 To prevent unauthorized individuals from gaining access to any patient's medical record.

## 2. DEFINITONS:

- 2.1 **Confidentiality** – trusted with secrecy.
- 2.2 **Medical Records** – file which consist of records pertaining to patient's medical record.

## 3. POLICY:

- 3.1 All nursing staff must ensure that every efforts shall be made to maintain confidentiality of all information to the patients.
- 3.2 Only clinical Medical Records Department staff employed by Hospital shall have automatic access to patient record.
- 3.3 Nursing staff will seek clarification and authorization from Medical/ Hospital Administration, through Nursing Administration, before allowing any other personnel access to patient's records.
- 3.4 Staff Members will:
  - 3.4.1 Monitor access of all individuals to patient's medical record.
  - 3.4.2 Prevent any authorized individual from gaining access to any patient medical record.
  - 3.4.3 Prevent any individual from removing or copying any part of the medical record without appropriate authorization from hospital administration.
- 3.5 Employees should not discuss patients or issues pertaining to them either inside or outside of the hospital except as part of their assigned duties.
- 3.6 Violation of confidentiality will be subjected to disciplinary action up to and including dismissal. Legal sanctions may also apply.
- 3.7 Nurses implement processes that support patient confidentiality by not allowing public postings with patient's personal information in view, such as the board in each unit must not have information including the patient's head unit.

## 4. PROCEDURE:

- 4.1 Nurses should follow the policies that ensure individuals' right to privacy and protect against unwanted, unnecessary, or unwarranted intrusion into a person's life.
- 4.2 Nurses act to ensure privacy in the care environment as fully as possible so that patient privacy and confidentiality can be maintained.
- 4.3 Nurses should follow hospital policies that safeguard an individual's right to decide to whom, the extent, and under what circumstances their individually identifiable health information will be disclosed.
- 4.4 Nurses act to address practices and behaviours that risk patients' privacy and confidentiality, escalating the concern as necessary per hospital policy.

- 4.5 Confidentiality protections should extend not only to health records on system but also to other individually identifiable health information, including oral reporting, clinical research records, images, and mental health and substance use disorder therapy/treatment notes. This protection should be maintained in the treatment setting and in all other venues.
- 4.6 Patients should receive accurate information regarding their health information and any limitations, exceptions, or implications affecting the right to privacy and confidentiality.
  - 4.6.1 Patients have the right to ask about their personal health information and to supplement that information with what is necessary to make informed decisions, to correct erroneous information, and to address discrepancies that they perceive.
  - 4.6.2 The use or disclosure of health information for the individual is prohibited, but the exceptions should be defined in hospital policy and permitted only if a person's life is endangered, if there is a threat to the public, or if there is an existing legal requirement. In the case of such exceptions, information should be limited to the minimum necessary for the situation.
  - 4.6.3 In the context of public health efforts or clinical, medical, nursing, or quality-of-care research, potential harms of the use of individually identifiable health information should be carefully considered.
- 4.7 Strong and enforceable remedies for violations of privacy protections should be established, and health care professionals who report violations should be protected from retaliation.

## **5. MATERIALS AND EQUIPMENT:**

- 5.1 Patient's Bill of Rights
- 5.2 Confidentiality and Responsibility Agreement

## **6. RESPONSIBILITIES:**

- 6.1 Director of Nursing
- 6.2 Head Nurse
- 6.3 Nurse Supervisor

## **7. APPENDICES:**

- 7.1 N/A

## **8. REFERENCES:**

- 8.1 Ministry of Health, General Nursing Administration, Functions and Duties Policies and Procedures
- 8.2 Prince Mutiab Bin Abdulaziz Hospital, 2018

**9. APPROVALS:**

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