Recognizing confidentiality as a basic right, all Kirkwood Community College CNA Students shall preserve the confidentiality of fellow students, residents, employees and Long Term Care Facilities information. Unauthorized release, inappropriate exchange, or mishandling of confidential information is a source of potential liability of the facility and college, and is thus subject to disciplinary action.

As a student of Kirkwood Community College, all information exchanged concerning fellow students, residents, families, and employees will take place on a “need to know basis” in order to fulfill clinic and school responsibilities.

Therefore:

• I will not knowingly access information, electronically or otherwise, that is not necessary for me to know to fulfill my clinical responsibilities.
• I will not discuss resident or student information in inappropriate places; i.e., open lounges, elevators or cafeteria where unauthorized individuals may overhear.
• I will not leave information on computer screens, printers, fax machines or other places where unauthorized individuals may see it.
• I will not release information verbally, in writing or over the phone or computer without appropriate authorization.
• I will respect and protect fellow students and employees’ confidentiality.
• When recognizing breeches of confidentiality, I will be assertive in calling it to the attention of the appropriate individual(s).

I have read and understand the above confidentiality contract and agree to abide by the statements set forth.

Print name____________________ Signature______________________

Date______________________