



CODE OF CONDUCT AND CONFIDENTIALITY AGREEMENT for External Researchers Conducting Study Activity on a CCLHD Site

I am aware that in accordance with the NSW Health Policy Directive PD2015_049 it is mandatory that all staff read and sign the Code of Conduct (the Code). I have read and understood the Code, and agree to comply with the Code at all times while working in NSW Health. This includes agreement to abide by the policies, rules and by-laws and procedures of Central Coast Local Health District (CCLHD). All staff are required to familiarise themselves with policies of both NSW Health and CCLHD that are relevant to their work environment.

A copy of the code is available at:

http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf

By signing this form, I acknowledge my commitment to achieving the best outcomes for patients and playing my part in ensuring that my working environment is safe and supportive.

In addition, and in line with the Code, I will ensure that all information obtained during the course of my work at CCLHD is kept private and confidential. In particular, I will comply with the Privacy and Personal Information Protection Act 1998, Health Records and Information Privacy Act 2002 and the NSW Health Privacy Manual. I understand that this means I will only discuss personal information or patient's health information with authorised persons in the Local Health District (LHD) or other entitled persons.

I understand I am not entitled to read or obtain information from medical records, personnel records or other records (paper or electronic) unless authorised to do so. I must ensure that confidential information that I am authorised to hold is stored securely and is disposed of by destruction to prevent unauthorised access as per the Australian Code for the Responsible Conduct of Research.

https://www.nhmrc.gov.au/files_nhmrc/file/publications/r39_australian_code_responsible_conduct_research_150811.pdf

The LHD takes a serious view of staffs' failure to observe the Code. There is a range of consequences for breaches of the Code depending on the nature and seriousness of the matter, including and not limited to constituting grounds for termination and placing both the LHD and the employee concerned at risk of legal actions and its consequences.

Name:

Signature:

Date:

PD2015_049 applies to all new and existing employees/contractors/volunteers/students/researchers and persons working, undertaking or delivering training or education in NSW Health. Managers must ensure that the staff they supervise are aware of and understand their responsibilities under the Code.