

## Policy Applies to:

- *All members of staff employed by Mercy Hospital*
- *Compliance with this policy is required by those personnel who work on Mercy Hospital premises or who work under a contractual partnership with Mercy Hospital*

## Related Standards:

NZ HDSS 8134.1.1:2008 Standards 1.2; 1.3; 1.10; 2.9

NZ Standards 8153:2002 – Health Records

- **EQuIP criterion 1.1.8** - The clinical record ensures comprehensive and accurate information is recorded and used in care/service delivery;
- **EQuIP criterion 2.3.1** - Records management systems support the collection of information and meet the organisation's needs.

## Rationale:

Mercy Hospital is committed to the protection of patient privacy, public trust and confidentiality at all times.

Mercy Hospital staff recognise that the Clinical record is the primary document for ordering, recording and evaluating clinical care and it has clinical and medico- legal significance for the patient, staff, Credentialed Specialists and Allied Health personnel.

## Definitions:

Clinical photography refers to the recording of digital images for the purpose of diagnosis, monitoring, teaching, record keeping.

Clinical Photography is defined as any videotaping, filming, or still photography of a patient, regardless of the technology used to create the photograph: includes but not limited to digital camera, video camera, telemedicine equipment, conventional camera, i-suite data capture units

## Objectives:

1. Provide guidance to Mercy Hospital staff/Credentialed specialists/contractors on the appropriate use and management of photographic images
2. Protect Patient and Staff privacy
3. Ensure that Mercy Hospital complies with current legal and professional regulations and standards

## Implementation:

- Consent form statement
- Education will occur as part of new staff orientation within the /Consent/Privacy / IT sessions
- Purchase of designated cameras for specific use at Mercy
- Dissemination of: Clinical images and the use of personal mobile devices: NZMA / NZPSHA guide for Medical Students and Doctors (Appendix One)

Above Guidance document added to credentialing paperwork  
Part of credentialing process/checklist

## Evaluation:

1. Incident forms
2. Clinical records
  - a. Completed consent forms
3. Complaints

## Associated Legislation

- Code of Health and Disability Services Consumer Rights (June 2010)
- Health Information Privacy Code 1994

## Associated Documents

- ◆ Consent Policy
- ◆ Social Media Policy
- ◆ Privacy Policy
- ◆ Clinical Records Management Policy
- ◆ Return or disposal of body parts / human tissue
- ◆ Return or disposal of body parts / human tissue - Appendix 4 Human Tissue: Information for Patients
- ◆ Credentialing Policy
- ◆ Credentialing checklist
- ◆ Clinical images and the use of personal mobile devices: NZMA / NZPSHA guide for Medical Students and Doctors (Appendix One)
- ◆ Clinical Photography Form - Appendix Two of the Consent Policy