

Respect for the duty of discretion and guidelines concerning security as an external technical adviser at UZ Leuven

Definition of 'duty of discretion'

The duty of discretion is obligatory. When performing your assignment as a technical adviser, you must not disclose any details to anyone other than those who are entitled to know about them and you must therefore protect the privacy and integrity of people, and patients in particular, to the maximum extent possible.

Anyone who attends UZ Leuven while exercising his/her profession or in order to take part in a training programme is obliged to comply with these regulations regarding the duty of discretion. This applies whether a person is either directly or indirectly involved in the provision of care, or not at all.

The duty of discretion relates to everything you see, hear, learn, identify, discover or overhear within UZ Leuven when performing your assignment as a technical adviser in connection with the agreement concluded between UZ Leuven and your company (and is not restricted to data of a medical nature). The duty of discretion shall remain in force after the collaboration between UZ Leuven and your company comes to an end. The duty of discretion shall not terminate upon the death of the patient or at the end of your assignment.

Every patient and staff member must be able to count on the fact that details relating to his or her treatment, presence and/or professional practice at UZ Leuven are considered confidential. Respecting the duty of discretion therefore demands continual attention. Everyday behaviour can seem so normal that you no longer ask yourself whether something is allowed or not. Aiming for a practically workable solution may also sometimes have a negative effect on the duty of discretion.

A few practical situations

By presenting a number of practical examples of recognisable situations, UZ Leuven aims to clarify the rules concerning respect for the duty of discretion and thus provide a guideline. If you are in any doubt how the duty of discretion must be applied correctly, you are recommended to discuss the situation with your contact at UZ Leuven.

General respect

- ❖ If you meet someone you know, you can of course greet them in person, but without further discussing their presence at UZ Leuven, unless the person takes the initiative themselves.
- ❖ You should always make sure that you do not discuss with staff members at UZ Leuven any details relating to patients or the course of the operation you attended as a technical adviser, in spaces (such as a cafeteria, changing room, corridor, waiting room, lift or bus stop) where you run the risk of other people listening in.
- ❖ The course of the operation at which you provided technical advice can only be discussed within your company or with the staff members at UZ Leuven who were involved, and always on condition that the patient discussed is in no way identifiable and the conversation does not take place in a public space.

- ❖ Conversations about patients in public (e.g. in a hospitality establishment or in a family circle) are not permitted.
- ❖ Discussing confidential (medical) information about celebrities, political personalities, artists, sportspeople, doctors, fellow students, people working at the hospital, family members, relatives, etc. without good reason (e.g. only out of curiosity or sensationalism) is a gross violation of the duty of discretion. All of the above continues to apply if this person has died.
- ❖ You may never make audiovisual recordings of people or infrastructure at the hospital.
- ❖ The publication or dissemination of details about patients or about situations that occurred during your assignment as a technical adviser, via electronic media (Internet sites, discussion forums or social networks such as Facebook and Twitter) is prohibited.
- ❖ Always make sure that you do not leave documents lying around from which others could retrieve details relating to patients (e.g. a notepad, a print-out or a USB stick on bedside tables, in changing rooms, behind a desk, on the printer, at home, etc.).

Access to patient records

- ❖ You do not have the right to inspect or take a copy of a patient record or details from a patient record in any form whatsoever.
- ❖ Medical secretariats and archive rooms are not accessible to you.

Disclosing medical details

- ❖ You must not disclose the names of any patients of whom you have learned during the course of your assignment as a technical adviser, that they are, will be, or have been in hospital, nor must you disclose the department in which or the condition for which they are receiving care. This applies both inside and outside UZ Leuven and it applies to colleagues as well as to other patients, family, friends, etc. This also applies between people who are both bound by the duty of discretion.
- ❖ Working in (multi-disciplinary) teams is an important reality at UZ Leuven. If medical information needs to be shared within a (multi-disciplinary) group in order to enable proper treatment, this must be done in a correct manner, with respect for the privacy and dignity of the patient. Superfluous details should be omitted.
- ❖ Neither you nor your company may deliver scientific lectures or publications based on information learned during your assignment as a technical adviser.

Disclosing other details

Non-public information about UZ Leuven (details about the financial situation, statistical data, etc.) of which you become aware during your assignment as a technical adviser can only be communicated to those entitled to receive it from you and insofar as you need to provide that information in the context of your assignment.

Additional obligations concerning safe working practices at UZ Leuven and guidelines in the operating theatre

You will receive the following brochure(s) (*tick the ones that apply*):

- "Veilig werken in UZ Leuven" (Safe Working Practices at UZ Leuven)
- "Richtlijn operatiekwartier UZ Leuven" (Operating Theatre Guidelines for UZ Leuven)

You are expected to read these brochures thoroughly and to adhere to their contents.

Declaration of agreement and signature

By signing this document, you declare that, during your assignment as a technical adviser in the context of the agreement concluded between UZ Leuven and your company, you will respect the aforementioned guidelines concerning the **duty of discretion**, as well as the enclosed brochures "**Operating Theatre Guidelines for UZ Leuven**" and/or "**Safe Working Practices at UZ Leuven**". If you cannot agree with the contents of the aforementioned documents, please inform your company of this and ask them to send a colleague to replace you. After all, you will not be entitled to access UZ Leuven if you do not sign this document.

You understand that UZ Leuven will not fail to take the necessary steps in the event that the contents of the aforementioned documents are violated.

Read and approved on (date):.....

By (name):

In his/her capacity of technical adviser from (name of company):

E-mail address:

Signature:

Once signed by the technical adviser, please forward this document in PDF format by e-mail to externen@uzleuven.be

Name the PDF file as follows: company_yymmdd_name of technical adviser