

Trainee Affairs Department
Counselling and Guidance Section
Confidentiality Guidelines

1. Every attempt will be made to treat information disclosed to the Counselling and Guidance Section, regarding individual trainees/Faculty, in a confidential and respectful manner.
2. No information may be revealed to anyone outside the OMSB organization. (except to concerned parties and trainers and supervisors, directly involved in a trainee's training, if required and with approval of the Executive President)
3. Confidentiality maybe breached in the following cases:
 - 3.1 There is a significant risk of suicide or self-harm to the trainee/faculty.
 - 3.2 There is a significant risk of homicide or harm to others. This includes, but is not limited to patient safety.
 - 3.3 The trainee/faculty provides written consent for information to be disclosed outside of the OMSB organization.
4. If, following assessment, a trainee requires further counselling and management, only essential information will be provided in a progress report to the Education Committee.
5. All formal written correspondence from The OMSB Counselling and Guidance Section will be stored in the trainee's official OMSB file.
6. All information that is documented by the Counselling and Guidance Section will be stored in a confidential manner and maintained in a separate filing system from the trainee's official OMSB file.
7. Notes will be taken during the assessment and any follow up sessions. These notes are clinical business records. These records are the sole property of the Counselling and Guidance Section, of OMSB.