



# How to meet Privacy requirements in PDRP Portfolios

These notes are intended to assist nurses in meeting new privacy requirements in their PDRP portfolio evidence.

## Privacy & confidentiality in portfolios

There are a number of places in a PDRP portfolio where you need to ensure you maintain the principles of privacy & confidentiality. These include but are not limited to:

- Reflections on practice or case studies
- Self, Senior Nurse assessment or peer review against NCNZ competencies
- Quality initiatives and/or practice changes

Privacy and confidentiality is extended to all individuals and portfolio development must take into account an individual's right to privacy. There are 3 main components to be aware of.

### ➤ Patients/Family

Information that could identify patients and/or families must **NOT** be included in a portfolio. This may include but is not limited to:

- Identifiers such as NHI, DOB, address, name,
- Context or situations where the patient or family member(s) may be identified by a process of elimination.

### ➤ Health Professionals/Colleagues

Portfolios must not contain information that identifies other health professionals or colleagues. This may include but is not limited to:

- Names – including in email correspondence
- Other identifiers

You are advised to use generic job titles and avoid including printed material (including emails) where the person can be identified.

### ➤ The Portfolio Contents

If you are assessing portfolios, regardless of the level, portfolios should be secured in a locked cupboard or room when not being assessed. Consent to access a portfolio is given only by the nurse who has completed the portfolio and assessors should not discuss what the portfolio contains unless it is for the direct purpose of assessing the portfolio.

## Writing reflections and self-assessments

When writing reflections on practice and self/senior nurse assessments or peer reviews you are advised to

- **Focus on your nursing practice rather than the on the patient**
- **Obtain informed consent from the patient and document this in the patients notes**
- **Avoid including patient, health professional or colleague identifiable information**
- **DO NOT access patient notes for writing exemplars unless consent obtained from patient/legal guardian first**
- **If you can't obtain consent avoid using this situation/episode of care**
- **DO NOT share or place excerpts in publically accessible places such as Facebook or other social media sites.**

For help and advice please download the NZNO (2016) Guideline- privacy, confidentiality and consent in the use of exemplars of practice, case studies and journaling or see the Wairarapa & Hutt Valley DHBs PDRP Handbook. If you are uncertain as to requirements it may be helpful to discuss this with colleagues in your area with knowledge and experience.

For more help contact Karen Shaw on 5709978 or [Karen.Shaw@HuttvalleyDHB.org.nz](mailto:Karen.Shaw@HuttvalleyDHB.org.nz)

**References:** New Zealand Nurses Organisation. (2016). Guideline- privacy, confidentiality and consent in the use of exemplars of practice, case studies and journaling. Accessed 7/6/17 from: <http://www.nzno.org.nz/Portals/0/publications/Guideline%20-%20Privacy%20confidentiality%20and%20consent%20in%20use%20of%20exemplars%20of%20practice,%20case%20studies%20and%20journaling,%202016.pdf>