

## Policy

<b>Type:</b>	Quality Assurance		
<b>Number:</b>	1.2		
<b>Name:</b>	Confidentiality Policy		
<b>Status:</b>	Final	<b>Version:</b>	1
<b>Date Approved:</b>	September 22, 2014	<b>Date Revised:</b>	April 14, 2015

**Policy Statement:** All member information collected in the QA program is held separate and private from any other areas of the College [*RHPA Procedural Code 83 (1)*].

Exceptions to this are [*RHPA Procedural Code 83(2) and 83(3)*]:

- i) Information may be disclosed for the purpose of showing that the member knowingly gave false information to the QA Committee or an assessor [*RHPA Procedural Code 83(2)*]
- ii) If, based on the assessment, the QA Committee is of the opinion that a member committed an act of professional misconduct or may be incompetent or incapacitated, the Committee may disclose the member's name and allegations to the Inquiries, Complaints and Reports Committee (*RHPA Procedural Code 80.2 (1) 4*).

### Procedure:

Where possible:

- 1) Peer and Practice Assessment (PPA) Reports contain only identification numbers, not registrant or assessor names.
- 2) All assessors, remediators or preceptors<sup>1</sup> who work for the College sign a confidentiality agreement with the College prior to conducting any work for the College

<sup>1</sup> Remediator: A remediator is a kinesiologist charged by the College to provide support and act as a resource in fulfilling a competency improvement plan.

Preceptor: A preceptor is a kinesiologist who is charged by the College to provide onsite clinical supervision to a registrant.