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| Title: **Confidentiality** | Effective: **11/1992** | Policy Number: **03.05** Pages: **3** |
| Department: **Spiritual Care - 03** | Updated: **05/2019** | Approved by**: Executive Team/Director** |
| The Salvation Army Title: Spiritual Care P & P | | Policy: **Section 1.8.** |
| HEABC/BCNU/Facility/HSA CA Title: n/a | | Article: **n/a** |

**POLICY:**

Sunset Lodge supports the integrity and confidentiality of Spiritual Care Department/Resident relationships. Where discussions reveal danger to the individual, the safety of the resident or the integrity of Sunset Lodge, its staff or any other person, the Spiritual Care Department will refer to the Executive Director/Director of Care for Further direction.

**PURPOSE:**

To ensure and protect the privacy and confidentiality of residents and the counseling relationship.

**PROCEDURE:**

1.When warranted and for cases of private discussions of a clergy/resident nature the Spiritual Care Department will maintain and safeguard a private set of files on the residents for the purpose of the Spiritual Care Department.

2. Spiritual Care notes/visitations with residents will be entered into PCC (Point Click Care)

3. There will not be any discussion of this information except with the permission from the resident or as noted above in the policy Statement concerning possible harm to the resident; any other person or to Sunset Lodge.

4. When a “Request for Spiritual Care” form is received by the Spiritual Care Department to visit a resident regarding an indicated concern, Spiritual Care will do so. Information pertinent to holistic care of the resident will be recorded on “Request for Spiritual Care” form and kept in residents chart. Visit will also be documented on Point Click Care.

5. On the discharge or death of a resident, any notes in the residents personal file will be retained in the secured data storage room for a period of time as outline in TSA policy and destroyed by the Spiritual Care Department; unless otherwise requested by the resident/or POA.

6. The Spiritual & Religious Care Department will adhere to therequirements of the Provincial Privacy Act and The standard of The Salvation Army as outlined in The Salvation Army Operating Policy section 7920 Privacy Policy section 79 Policy and Procedure. (Attached)

**DOCUMENTATION**

Request for Spiritual Care Form