

Safety Officer: Confidentiality Agreement

Club Sports Program

As the Club Sports Safety Officer you are responsible for your team members' medical information. You shall not discuss, disclose, or give access to confidential health information except as needed for an emergency, to perform an essential job function, or to those having a legal right to such information. You must further agree to access, use and disclose only the minimum protected health information necessary to perform your job functions and to follow the University policies and procedures that address the technical, physical and administrative safeguarding and security of protected health information. Any breach of confidentiality in violation of University policies, professional standards or state and federal laws and regulations governing protected health information, may result in applicable sanctions and/or University disciplinary action against those held responsible.

As part of your position with the Club Sports Program, you must strictly adhere to the following regarding confidentiality and security of participant information,

I understand and acknowledge that:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, and any other information generated in connection with risk management and/or peer review activities.
2. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all the travel binders that hold the medical information, proprietary information and other confidential information relating to the Club Sports Program, including personal phone numbers, and insurance information.
3. I shall only access or disseminate participant care information in the performance of my assigned duties and where required by or permitted by law, and in a manner which is consistent with officially adopted policies of the Club Sports Program, or where no officially adopted policy exists, only with the express approval of the Club Sports Coordinator. I shall make no voluntary disclosure of any discussion, deliberations, medical information or any other risk management information, except to persons authorized to receive it.
4. I agree to discuss confidential information only for job related purposes and to not discuss such information within hearing of other people who do not have a need to know about the information.
5. My obligation to safeguard my team member's confidentiality continues after my termination of the Safety Officer position for the Club Sports Program.

Confidential Information examples include, but are not limited to:

- Physical, medical, and psychiatric information gathered on the Participant form
- Participant's insurance information
- Verbal information provided by a participant
- Spouse, domestic partner, family relatives and all other names
- Participant's home telephone number and address

Initials



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I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the terms stated in the Confidentiality Agreement. In the event of a breach or threatened breach of the Confidentiality Agreement, I acknowledge that the Club Sports Program may, as applicable and as it deems appropriate, pursue disciplinary action up to and including my termination from the Club Sports Program.

By my signature below, I acknowledge that I have read the terms and conditions of the Confidentiality Agreement. I am maintaining the one page Confidentiality Agreement for my own records.

Signature: _____

Printed name: _____

Date: _____

Club Team: _____