



The Royal Australian and New Zealand  
College of Obstetricians and Gynaecologists



Australian and New Zealand  
College of Anaesthetists

## Support Scheme for Rural Specialists (SSRS)

AROMA: Assessing risk in obstetrics and maternity anaesthesia

### Self Assessment Tool

<b>Confidentiality and Privacy</b>	<b>Yes</b>	<b>No</b>
1. Do you have in place a written privacy policy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does it consider the National Privacy Principles (Privacy Act 1988) and State health records legislation?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your consulting room have adequate soundproofing?	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you overhear telephone conversations made at reception?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is patient information visible to others in the reception area?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a policy for staff not to discuss patient's conditions with outside parties?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are your computers password protected?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are computer screens positioned away from patient's view?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you seek the patient's permission to discuss their condition with a third party, except where the patient is unable to give consent?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you shred all documents that are not kept?	<input type="checkbox"/>	<input type="checkbox"/>