

Consent form for basing case studies or reports on deidentified scenarios (vocational) pathway applications

Candidate member information

For Advanced Practice Recognition applications within a vocational pathway, you must not provide a panel with identifying information in a portfolio of case studies or reports. Identifying information is any information that leads to disclosing the specific identity or location of a patient, client, or organisation.

As a candidate member of Osteopathy Australia, you are responsible for excluding details within any cases or reports that might lead to disclosure of an individual patient, client, or organisation's identity under Australian privacy legislation.

Irrespective of the deidentification process, you must still seek consent. This is because, despite deidentification, you are using aspects of health information for a purpose which may not have been originally intended, namely, for a clinical panel to review your reasoning rather than for the direct clinical care of the client, patient or organisation.

The consent form attached will help you in having a conversation with clients, patients, or organisations you nominate. The form assists you:

- In explaining the purpose of the Advanced Practice Recognition application process, standards you must follow in lodging evidence and how you will deidentify evidence
- In recording consent for the deidentification process for your confidential records--- and not for lodgement---. **The completed consent form must not be returned to Osteopathy Australia in keeping with your privacy obligations under the *Privacy Act 1988 (Commonwealth)* and Australian Health Practitioner Regulation Agency (AHPRA) privacy requirements for regulated health professionals.**

Osteopathy Australia advises you to save this completed form as a record in your record management system for the applicable statutory retention period.

Patient, client, or organisational information

Osteopathy Australia is the national peak body and association for the osteopathic profession. The organisation represents over 80% of registered osteopaths.

One of our roles is to set best practice standards and encourage quality clinical practice. In this capacity, we have interdisciplinary panels of allied health and medical professionals that review members seeking Advanced Practice Recognition for expanded clinical skills. **Panels are bound by confidentiality principles agreed upon in a formal signed agreement.**

In addition to being a registered osteopath, when a member applies for Advanced Practice Recognition, they are seeking titling and promotion for an additional clinical skillset that enhances their role as an osteopath.

In some of Osteopathy Australia's application pathways for Advanced Practice Recognition, a candidate submits a portfolio. A portfolio generally includes case studies or other examples of clinical work performed, like reports.

Osteopathy Australia and candidates are bound by Australian Health Practitioner Regulation Agency (AHPRA) privacy requirements. We are also bound by obligations under the *Privacy Act 1988 (Commonwealth)*.

For an application to be accepted from a candidate, the candidate must not include any information in evidence that could result in disclosure of the identity of an individual (patient or client) or organisation (entity or business). For an application and its evidence to be acceptable, a candidate must obscure and/or eliminate identifying details.

For specific information on the kinds of details that must not be provided and the deidentification approaches they must apply, ask the candidate for a copy of Osteopathy Australia's *case study deidentification guideline*. Otherwise, refer to the following website of the Office of the Australian Information Commissioner: <https://www.oaic.gov.au/privacy/guidance-and-advice/de-identification-and-the-privacy-act/>

Irrespective of the deidentification process, we require candidates to seek consent to use any clinical information for a purpose that may not have been originally intended by a client, patient, or organisation. This is because information is used in reviewing a candidate's clinical reasoning and identifying aspects of good practice in that reasoning rather than for the direct clinical care of a patient, client, or organisation.

If you receive this form, a candidate wishes to include evidence or examples in their portfolio based on certain aspects of your clinical care, excluding all identifying information as defined in Osteopathy Australia's *case study deidentification guideline* and/or by the Office of the Australian Information Commissioner. Evidence lodged with identifying information is not accepted by Osteopathy Australia. It is immediately disposed of and the candidate is precluded from recognition application for a six-month period.

If you do consent in the section below:

- The candidate commits to apply all deidentification strategies necessary to obscure your identity as a patient, client, or organisation in application evidence they lodge
- The candidate commits to ask you for any limitations to your consent, for example, beyond the deidentification process, whether there is any general information you want excluded
- The candidate commits to not lodge this completed form to Osteopathy Australia so as to not disclose your identity. The candidate commits to keep this completed consent form in their own record storage system
- On your request, the candidate commits to provide you with any evidence created or reproduced for lodgement from your case or scenario as a patient, client or organisation before it is lodged.

Consent form for basing case studies or reports on deidentified scenarios

Candidate's full name:	
Patient, client, or organisation name:	
If you are a Legal Guardian consenting on behalf of a child or adult who cannot consent for themselves, please specify your name:	
If you are a delegate with authority consenting on behalf of an organisation (entity or business), please specify your name:	
Please list any limitations to your consent, if applicable. For example, list any specific exclusions you wish the candidate to abide by irrespective of deidentification:	
Candidate signature:	
Patient, client, or organisational delegate signature:	
Date signed:	