

CLINICAL OBSERVATION POLICY



Category	Policy
Summary	This policy provides details how clinical observations are carried out at BAPAM to support the development of new practitioners at the same time as protecting patients' confidentiality and respecting their rights and wishes. The Policy applies to all BAPAM personnel
Valid From	25 April 2018
Version	1.0
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Approval Date/ via	BAPAM Board & BAPAM Medical Committee, 25 April 2018
Distribution	BAPAM Trustees & clinicians e-mail & online forum Staff e-mail and meetings Public website
Related Policies	<i>Access to Medical Records</i> <i>Confidentiality Policy</i> <i>Clinical Governance policy (& Clinician Agreement)</i> <i>Data Transmission Policy</i> <i>Incidents Policy</i> <i>Patient & Service User Contract</i>
References	Data Protection Act 1998 - www.legislation.gov.uk/ukpga/1998/29/contents GDPR guidance, ICO
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Observing Clinics at BAPAM

BAPAM offers learning and development opportunities to practitioners wishing to develop their practice in performing arts medicine by enabling clinic observations.

This policy outlines how clinical observations are managed at BAPAM to ensure the best experience for patients, observing practitioners and clinicians.

Patients

The appointment letter sent to patients informs them that they may be asked whether they would be happy to have another clinician observing their consultation.

Administrative staff will also check that a patient consents to having an observer on the day of their appointment.

Practitioners

Any practitioner wishing to observe a clinic must complete and sign an Observer's Agreement Form (Appendix 1) at least a week in advance of the clinic date..

Practitioners from the UCL MSc programme will plan observations with the course organiser. A timetable of observations will be sent through a week in advance.

No more than 2 practitioners should observe a consultation at the same time

Exclusions

Patients under 18

BAPAM Administration Team

The BAPAM team will manage the overall timetable of observers and will review the patient list for exclusions and contact practitioners in advance if it is unlikely that they will have the opportunity to observe a consultation so they do not have a wasted journey.

CLINICAL OBSERVER AGREEMENT



BAPAM is a medical charity providing health services for performers. As part of our role in promoting best practice in performing arts medicine, BAPAM offers learning and development opportunities to practitioners wishing to develop their practice by facilitating clinic observations.

This agreement outlines how clinical observations are managed at BAPAM to ensure the best experience for patients, observing practitioners and clinicians. All observing practitioners need to sign the agreement and return it at least a week in advance of the observation session.

Patients will all be asked for their consent to have an observer in their consultation and whilst BAPAM administrators will make every effort to ensure that practitioners will be able to observe a range of consultations when they visit, we cannot guarantee that patients will consent on the day, or will attend their appointment. BAPAM staff will inform practitioners if there are last minute cancellations of clinics where possible.

Each clinician will have their own way of working with observing practitioners and there will usually be the opportunity to reflect on the consultation.

Confidentiality

BAPAM's premises are a clinic and an administrative centre where staff and clinicians deal with patients and highly confidential personal information on a daily basis.

All staff, clinicians and visiting personnel are therefore bound by a Code of Confidentiality and must act in accordance with Data Protection and information governance legislation.

Any breach is considered a serious matter which may be reported to your employer, education provider or to the Information Commissioner.

As a clinical observer at BAPAM, we kindly request that you comply with the following:

- You must be accompanied at all times
- You may only use desks assigned to you by our staff
- You may only use computers assigned to you by our staff
- Internet access is restricted to visitor accounts
- Access to patient records – either hard copy or online – is strictly forbidden
- Patient identity and information is strictly confidential: you may not share what you may have seen or heard with anyone (including staff and clinicians) without the patient's consent
- Please respect that patients waiting for appointments may be distressed or keen for privacy. Your behavior should be appropriate to a healthcare setting at all times.

Please complete and sign below

Name	
Current Role	
Educational programme (if applicable)	
Address	
Telephone	
Email	

Please sign below to indicate you have understood and accept these conditions:

Name (print):

Signature:

Date:

