

Terms regarding printing and photocopying at Landspítali

- ✓ Students can print documents relevant to clinical practice, using printers located on clinical units, which are not connected to the central printing system. The clinical unit covers the cost. Students are asked to keep printing to an absolute minimum. Note rules and regulations on handling medical records. Printing of material not related to clinical practice is not allowed.
- ✓ Students can print, photocopy/xerox and scan material related to their studies, through the central printing system (//SMSOPT1/PrentSký). The identification card is used to access the printers and the cost is credited to each student's bank account.

By using the printers at Landspítali it is assumed that the student is agreeing to the terms above.

Price List: <http://www.landspitali.is/lisalib/getfile.aspx?itemid=31291>

Confidentiality

I the undersigned hereby confirm that I am obligated to exercise utmost confidentiality regarding matters I learn about in my studies or work at the Landspítali-University Hospital or at other health institutions, and should be confidential according to law, the instructions of management/personnel, or according to the nature of an instance.

The duty of confidentiality applies to any information about patients, their illness, treatment and other personal information, and shall remain in effect even though a patient passes away. The provisions of law and the rules on duty of confidence by health personnel prevail regarding my duty of confidentiality.

The duty of confidentiality remains in effect after the end of my employment, studies or if I cease working at Landspítali.

I declare that I shall honor the duty of confidentiality as stipulated above.

Name (in block letters)

Date of birth

Location and date

Student's signature

Rules regarding the use of medical information at Landspítali

Code of ethics

- 1 The principal rule applies to the handling of medical information at LSH that an employee shall only seek such information about patients at LSH which he/she needs in his/her work for serving the interests of the patient, or with another lawful purpose, and in instances where it is clear that this is permissible according to law. Seeking information with another purpose is prohibited and it is the right of patients that personnel do not examine data concerning them without a reason for doing so.
- 2 An employee shall use his/her own password in every instance when seeking information in the electronic medical records of the hospital.
- 3 Lending one's password to someone else is prohibited and employees are responsible for any access with the use of their password.
- 4 Using other persons' passwords for looking up data in medical records is prohibited.
- 5 It is deemed as normal use of access authorizations to medical records when seeking personal data concerning a patient that is warded in the division (department /specialty) where the relevant health employee is working and this does not require special explanation, provided the use relates to the treatment of the relevant patient. An employee who examines and/or works in a different manner with health information at LSH shall be able to state the purpose of the usage when requested to do so.
- 6 If a patient requests information about who examined and/or worked with health information that has been registered about him/her, LSH is obligated to provide said information. LSH reserves the right to comply with such a request without any special notification thereon to the health employee/employees. Patients are thus able to participate in monitoring the use of health information in medical records.

Supervision

Access by a health employee to health data in medical records is registered in every instance, facilitating the tracking of the identity of those accessing every medical record. A special supervisory committee, collaborating with the IT department, monitors what kind of information is obtained in the hospital's computer system and whether this is in conformity with existing access authorizations. Any indications on misuse shall immediately be reported to the chief medical executive who is responsible for supervising the handling and storing of health information at LSH.

Penalties

Any violation of these rules or misuse of confidential information regarding patients at LSH may result in reprimand or employment termination as well as a notification being dispatched to the Directorate of Health and/or the offence shall be reported to the police as deemed appropriate in any instance.

If it is deemed that a violation has taken place of the provisions of Act no. 77/2000 on the Protection of Privacy as regards the Processing of Personal Data, the general penal code no. 19/1940 or other provisions of law that protect civil rights or the rights of patients, report to the police will be immediately filed over such instances.

The conduct of seeking information in a patient's medical record without the relevant employee needing information for his/her work regarding the patient, as further addressed above, is deemed as being in breach of professional duties in the interpretation of Act no. 70/1996 on the Rights and Duties of Civil Servants and is subject to reprimand according to Article 44 of the same act, and also employment termination in the instance of a repeated offence.

Declaration regarding access to medical journals at Landspítali - University Hospital

I the undersigned confirm that I have read the Code of Ethics regarding the use of data in medical records at LSH and I agree to abide by the Code of Ethics.

**I declare that I will only seek the information about patients that I need in my work in the interests of the patient or for another lawful purpose.
I realize that any other use of such data is prohibited.**

I realize that:

- any violation of the Code of Ethics will result in measures by LSH;
- any violation of the handling of medical records, cf. the aforementioned, may result in reprimand or employment termination;
- any violation of the provisions of the Act on the Protection of Privacy as regards the Processing of Personal data, the General Penal Code and other provisions of law regarding the protection of civil rights or the rights of patients will be reported to the police, and that
- offences will be reported to the Directorate of Health.

Date

Signature

Date of birth