

Guidelines for the use of the Shared Informed Consent Form

The sharing of information between agencies is essential if clients are to receive a seamless multi-agency response. However, the issue of client confidentiality can often give rise to anxiety and/or confusion among workers who are not sure how, when or if information can be shared.

The South West Metropolitan Partnership Forum has produced a Shared Informed Consent Form to assist in dispelling such confusion and to support information sharing among agencies seeking to achieve outcomes on behalf of the same client.

The Shared Informed Consent Form is one of several resources and tools that the SWMPF has put together to help support the effective exchange of information both within the workplace and with other organisations. These resources and tools include the current privacy legislation and information sharing principles and guidelines for the workplace, as well as information sharing document templates. You are encouraged to view all of these resources at <http://www.swmpf.org.au/swmpf-projects/coordination-of-wrap-around-services/>

The purpose of the Shared Informed Consent Form is to enable clients to give informed consent for the sharing of their personal information. It has been reviewed and approved by the Fremantle Hospital and Health Service's Consumer Advisory Group. The form is, however, a living document and is being reviewed every six months.

The following guidelines are designed to ensure the Shared Informed Consent Form meets your needs as effectively as possible.

1. You are invited to individualise the form by including your logo at the top of the document.
2. You may choose between two options relating to the specific organisation/s with which the client's information can be shared.
 - The first option allows for the names of the organisations to be inserted in discussion with the client at the time that the document is completed.
 - The second option allows agencies to pre-populate the form with the names of all the organisations that client information might be shared with (the names are then ticked off as appropriate).



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The Shared Informed Consent Form is provided in Word format in order to enable you to individualise the form with the inclusion of your logo and to choose whether or not to pre-populate agency names.

Please note, however, that the Informed Shared Consent Form has been developed after a rigorous consultation process and has been endorsed by both the Fremantle Hospital and Health Service's Consumer Advisory Group and the SWMPF Leadership Group. For this reason, we would be grateful if you did not make any additional changes.

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