

How to... avoid breaches of confidentiality

Examples of writing that has been anonymised to maintain confidentiality can be found in the BSc2/MSc1 Blackboard clinical practice folder of example reports for the children's SLT clinic.

The following pieces of information should be omitted or changed in order to maintain confidentiality.

Date of Birth

- It is essential that we know the age of the client, but you must never put the date of birth. Work out the age and use that e.g. 'I saw EL for the first time when he was 56, two years after he had his stroke'; 'JP was two years old when first referred to SLT and was five years and six months old at the start of this episode of care'.

Names (people and places)

- Do not use the real name of a client or service user. Either use their initials or give them a fictional name or initials e.g. 'EL' or 'Adam (name changed to maintain confidentiality)'
- Do not name the place the client lives but be general and vague e.g. 'PH lives in a small village the North East of England'; 'KY lives with her husband and two children with her extended family all living within 30 miles'.
- Do not name people who are associated with the client. Instead use a generic label e.g. 'the client's spouse'; 'the class teacher'; 'GM's older sister', 'RT's NHS SLT'.
- Do not name the day centre, school, hospital etc. that the client attends; use a generic label e.g. 'EL attends the local Stroke Association group'; 'RT spends each Thursday at a Day Care Centre about six miles from his home'; 'JR attends a local primary school'.

A special note about BSc 4 Service Provision Reports and the commissioning service/SLT:

Confidentiality applies to the professionals, and particular clinics or schools etc., as well as any clients and carers/relatives who participated in the study. ***In the writing of the report, you may need to refer to information about the SLT service or the NHS Trust or organisation that the commissioning SLT works for; this is acceptable as the report is being written for that service.***