

Dun Laoghaire/Rathdown Consent to Share Information Guidelines

6.5 Service User Consent to Share Information

6.5.1 Following completion of the comprehensive assessment and identification of presenting issues, needs and goals the service user should be informed about the processes involved in shared care planning including the sharing of information.

6.5.2 The worker should read through or give the service user the Confidentiality and Information Sharing Policy to read (if not already done) in order that they are clear about the issues involved.

6.5.3 Prior to contacting any service the worker should complete with the service user the Service User Confidentiality and Consent to Share Information Form (Appendix IV) This form provides permission for information to be used in relation to care planning for a period of six months. After this time the form will need to be completed again. 6.5.4 The confidentiality and consent to share information form should stipulate:

6.5.4.1 The services and named individuals with whom the information is to be shared.

6.5.4.2 Specific details of the information that will be shared.

6.5.4.3 The reason for sharing information with named services.

6.5.4.4 The timeframe that the consent form applies to.

6.5.4.5 The date and signatures of the service user and the key worker/ case manager obtaining the consent.

6.5.5 The service user should be informed that they can withdraw consent at any time, simply by asking their key worker/ case manager.