

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p>POLICY</p>	<p>REGIONAL</p> <p>Applicable to all WRHA governed sites and facilities (including hospitals and personal care homes), and all funded hospitals and personal care homes. All other funded entities are excluded unless set out within a particular Service Purchase Agreement.</p>		Level: 1
	Policy Name: Take Our Kids to Work	Policy Number: 20.30.120 (previous #10.40.150)	Page 1 of 3
	Approval Signature: <i>Original signed by B. Postl</i>	Section: General Administration	
	Date: March 2009 (renumbering only 2016)	Supercedes: Kids-At-Work day Policy October 2000	

1.0 **PURPOSE:**

- 1.1 To ensure that the confidentiality of personal health information is maintained within the Winnipeg Regional Health Authority (“WRHA”) during “Take Our Kids to Work” day.
- 1.2 To ensure, so far as reasonably practical, a safe environment for students participating in “Take Our Kids to Work” day within the WRHA.

2.0 **DEFINITIONS:**

- 2.1 **Responsible Adult** An individual employed within the WRHA or a WRHA Medical Staff, who agrees to supervise a child participating in the “Take Our Kids to Work” day.
- 2.2 **Student** A child enrolled in a “Take Our Kids to Work” day through a school and who agrees to be supervised by a Responsible Adult. The child will generally participate with their own parent, but it is not a requirement that they do so.
- 2.3 **Site** The location (i.e. WRHA health care facility or community setting) where the Student will observe the Responsible Adult at work. A designated management representative at the Site will be responsible for the administration of the “Take Our Kids to Work” day in accordance with this Policy.
- 2.4 **Individual** A patient, client, or resident of a WRHA health care facility or Community setting.
- 2.5 **PHIA** *The Personal Health Information Act (Manitoba)*
<http://web2.gov.mb.ca/laws/statutes/ccsm/p033-5e.php>

3.0 **POLICY:**

- 3.1 The WRHA shall support the annual “Take Our Kids to Work” day to allow the Student to observe a Responsible Adult at work in a health care environment.

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- 3.2 A Responsible Adult who wishes to bring a Student to a WRHA Site shall request permission in advance from the designated management representative at the Site where the Student will be in attendance.
- 3.3 Prior to giving permission to a Responsible Adult to participate in the “Take Our Kids to Work” day, the WRHA shall:
 - 3.3.1 make appropriate risk assessments about potential dangers to the Student or Individuals that may exist at the Site and in the specific locations where the Student will be present, such as exposure to infections, injury or trauma;
 - 3.3.2 ensure that all potential risks are eliminated or minimized; and
 - 3.3.3 ensure that appropriate insurance coverage is in place and that any guidelines from the insurer are followed.
- 3.4 The Site shall retain the right to refuse permission to a Responsible Adult to have a Student participate in the “Take Our Kids to Work” day.
- 3.5 As a pre-caution to WRHA Site approval:
 - 3.5.1 the Responsible Adult must have signed a WRHA or Site PHIA Pledge of Confidentiality form;
 - 3.5.2 the Student shall be required to attend a PHIA orientation session and the Student agrees to keep personal health information confidential; or
 - 3.5.3 in the event a Student is not required to attend a PHIA orientation, the Responsible Adult and Student shall sign two copies of an Undertaking regarding personal health information substantially in the form of the Undertaking.
- 3.6 Responsible Adults who wish to have the Student attend in clinical situations such as an operating room, examination/procedure room, Individual’s home or any other area where the Individual is in attendance, must ask a WRHA Site designated management representative to seek the Individual’s prior consent. The consent must be sought without the Student or Responsible Adult being present so that the Individual is given every opportunity to refuse.

4.0 **PROCEDURE:**

- 4.1 The Responsible Adult shall request permission from the designated management representative at the Site for the Student to attend at the Site on the date specified by the school for a “Take Our Kids to Work” day.
- 4.2 The designated management representative will consult with Manager(s) from specific areas/programs/services when the Student may be in attendance if that particular area is of a sensitive nature.
- 4.3 The Site shall make the appropriate assessments and shall grant permission where feasible. The Site may grant permission upon any specified terms and conditions it considers reasonable:

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4.3.1 to protect the privacy of its Individuals and their personal health information;
and

4.3.2 to ensure the safety of the Student and the Individuals at the WRHA Site.

4.4 The designated management representative shall ensure that Individual's consent is obtained prior to the Student attending in any clinical situation where the Individual is present.

4.5 In the event a Student is not required to attend a PHIA orientation, the Responsible Adult will:

4.5.1 personally advise the Student of the obligation of confidentiality under PHIA;

4.5.2 tell the Student what "personal health information" is and that it must be kept confidential by the Student;

4.5.3 minimize the amount of personal health information provided to the Student or that the Student is exposed to;

4.5.4 tell the Student that he/she is required to obey the Responsible Adult's instructions at all times while at the WRHA Site or the Student will be required to leave the WRHA Site; and

4.5.5 supervise the Student while the Student is at the WRHA Site.

4.6 The designated WRHA Site representative shall co-sign the Undertaking and note any additional terms and conditions applicable. One copy shall be returned to the Student and the other shall be filed on the Responsible Adult's Human Resources file. The WRHA Medical Staff member's Human Resource copy will be sent to the WRHA Medical Staff Office.

5.0 **REFERENCES:** N/A

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WRHA