

The ePortfolio facilitates reflection on our development as a professional. It provides the opportunity to receive support and feedback on our professional development through dialogue and discussions between coach and colleagues.

Confidentiality Guidelines

- **Confidentiality applies** – Respect the confidentiality of patients, as well as the confidentiality of peers, teachers, and others. Do not post anything that may identify a patient or that personally identifies yourself or others.
- While the site is secure and password protected, it is important to recognize that we are still leaving digital imprints when we post online. It is important that you are aware of your imprint and the information it contains.
 - As students, restrict access to your ePortfolio to known faculty members, and peers.
 - As coaches, share your comments on a student's specific posting only with that student, and do not share any of a student's postings without that student's permission
 - As students and coaches, be aware that e-mail should be considered as potentially a public form of communication, and therefore used carefully.
- Reflecting on the information above, when you are tired, emotional, or under circumstances when your good judgment may be impaired, you may want to wait a day or two to post and comment.
- **Confidentiality may not apply** – if a coach has a real concern regarding a student's health and/or safety, he/she may contact the appropriate student service/program to obtain advice and/or support for the student.
- **Confidentiality may not apply** – if a student has a real concern about his/her coach's ability to provide the appropriate support expected in the ePortfolio program, he/she may contact the Director or other member of the ePortfolio Faculty Committee to obtain advice and/or support for the coach.

Hyperlinks to more information

Physician wellness:

- https://www.cmpa-acpm.ca/serve/docs/ela/goodpracticesguide/pages/adverse_events/Managing_stress/managing_stress-e.html

Privacy and Confidentiality:

- https://www.cmpa-acpm.ca/serve/docs/ela/goodpracticesguide/pages/communication/Privacy_and_Confidentiality/privacy_and_confidentiality-e.html

Date _____

Group Number _____

Student Name _____

Student Signature _____

Coach Signature _____

Once completed, please return to Academic Coordinator in RGN 2046