

Informed Consent

Everybody has rights and these rights are explained in the Code of Health and Disability Services which we have available in our information area.

This specifically concerns your right to be informed, with a focus on the information we gather and how we use it.

Firstly the New Artist Form – This is his completed in the first few days of your time at King St

We ask for your –

- **Full Name** –the one on your birth certificate – So we can get your NHI Number.*
- **Date of Birth**- So we can get your NHI Number.*
- **Gender**- This is needed to get your NHI number.*
- **Ethnicity**- So we can best support you cultural needs.
- **Address** – So we can send you any other information you may be interested in.
- **Emergency Contact** – In case you have an accident here or there is an emergency or in case we feel you may need some extra help outside of King St. We will only contact them if you say it is OK or we feel that you may be at risk.
- **Referral**- We would like to know who told you about us, or brought you along. The DHB are also interested.
- **Is there anything else**- Just in case you have medical condition or disability that may affect your time at King St?

*Your NHI number is a number given to you when you are born or arrive in New Zealand- it is a number that all medical services use to identify you- you may have seen it on your prescriptions or hospital appointments.

Why do we need your NHI Number? – We have to report to the District Health Board (DHB) every month and we have to do this through a secure on line database called PRIMHD. The DHB require us to record everyone who attends King St, how often they attend and how long they stay for. They use this number and not names to see who has been coming to King St.

Although we have your NHI number and are accessing the Ministry of Health database we have NO access to any of your medical records!

All artists' forms are confidential and kept securely. Any relevant information (such as health issues or disabilities) may be discussed at our weekly staff meeting, this is so we are all aware of your needs and can help you achieve your goals.

All staff have signed confidentiality agreements and only permanent staff attend the weekly staff meetings.

Art Plans-

- We will support all artists to complete one.
- The front page is art focused and we will help you plan projects, set goals and timeframes. It will be reviewed after 3 months.
- The back page is optional and focuses on other support you may need. It states that we are not counsellors but can help you access other services.
- To ensure that your time at King St. is productive, supportive and as fulfilling as possible the information you have given us in your art plan may be discussed at staff meetings, again this is completely confidential.
- All information is kept securely.

You have the right to have copies of any of your records we may hold.

I have read and understood, or had explained to me, the Informed Consent Policy.

I understand that any information I give to support my time at King St is kept strictly confidential.

I give my consent to relevant information being discussed when required at weekly staff meetings.

Signed.....Date.....

Opting Out

Although we require art plans to be filled out by everyone you can choose what other information you want to give us. You DON'T have to fill out the 'Optional' section of the art plan if you don't want to.

Even if you still want to fill it out you can choose who you want to share it with. That might be the staff member helping you fill it out.

By signing below we understand that you are happy for us to share your **ART** goals with other staff but DON'T want any other information you have written down shared at staff meetings.

SignedDate.....