

Client Consent

1. INTRODUCTION

The purpose of this policy is to ensure that all users of services provided by the Organisation are fully informed about the nature of the service they are to receive, and are therefore able to make an informed choice about whether they want to receive that service or not.

2. POLICY

- 2.1 All clients shall be given information about the options for the proposed service including any known risks and expected benefits.
- 2.2 The client shall be given enough time to give the information due consideration before consent is requested.
- 2.3 All information given and consent obtained shall be documented in the client's notes, including a copy of any written consent.
- 2.4 Appropriate methods shall be used when giving information to clients with special needs
- 2.5 When a client's choice is limited due to legal requirements they will be provided with information about why the choice is restricted.
- 2.6 When a client is considered unable to make an informed choice a substitute decision-maker shall be involved wherever practicable.
- 2.7 In situations where there is not a person available to give consent on behalf of the client the Employee shall, wherever possible, make decisions on the basis of the views of the client or those of other suitable persons e.g. family/whanau, carer, advocate, legal guardian. A second opinion shall be obtained before making a final decision.

Verbal consent

- 2.8 Verbal consent shall be recorded in the client's notes, including the date consent was given and the signature of the Employee.

Written Consent

- 2.9 Written Consent is required when:
 - a The client is to participate in any research
 - b The procedure is experimental
 - c There is a significant risk of adverse effects on the client
 - d Failure in the procedure may result in a serious outcome.

Consent forms

- 2.10 Client Blood Consent Form. This will be completed, where appropriate, following a needle stick injury.
- 2.11 Consent form for Childhood Immunisation, Flu vaccination & Hep B

- 2.12 Consent for the sharing of health information between health care providers.
- 2.13 Consent to share relevant health information between health care providers. Is noted in the registration forms.
- 2.14 Consent form for all clients at the time of the development of the Treatment Plan.
- 2.15 Consent to release Medical Information
- 2.16 Consent to access Medical Information.

3. RESPONSIBILITY

- 3.3 Employees are responsible for following this policy.
- 3.3 Managers are responsible for ensuring this policy is followed

4. COMPLIANCE

- 4.2 Any established breach of this policy may constitute serious misconduct and will be dealt with in accordance with the Employer's Policy on Discipline and Dismissal Procedures for Serious Misconduct.

5. REFERENCES

- 5.1 The Code of Disability Service Consumers Rights
 - 5.2 NZS 8134 2001 Mental Health and Disability Sector.
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