

HARBOR-UCLA MEDICAL CENTER

SUBJECT: CONFIDENTIALITY OF PROFESSIONAL STAFF
ASSOCIATION COMMITTEES AND CONFERENCES

POLICY NO. 617

PURPOSE:

To assure the confidentiality and the open exchange of information during Professional Staff Association (PSA) committee meetings or conferences.

POLICY:

In order to assure confidentiality and the free and open exchange of information, it is the policy of the PSA of Harbor-UCLA Medical Center that tape recordings can be made of any PSA committee meetings or conferences so long as members in attendance are aware of recording and the tape is kept secured until transcribed and eventually erased/destroyed.

PROCEDURE:

When tape recording any PSA committee meeting, the following shall take place:

1. Members present at the meeting will be informed that the meeting will be recorded.
2. The tape will be kept securely by administrative staff.
3. Once the tape has been transcribed, reviewed, and approved by the committee, the tape recording will be erased/destroyed.

Revised and Approved by:
Professional Staff Association on 3/2018




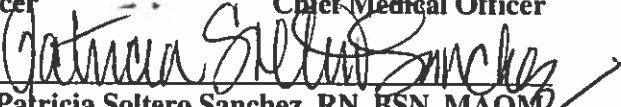
Brant Putnam, M.D.
Professional Staff Association, President

EFFECTIVE DATE: 4/91
REVISED: 12/98, 2/05, 4/11, 3/18
REVIEWED: 2/99, 12/98, 2/02, 12/07, 3/18
REVIEWED COMMITTEE: Professional Staff Association

SUPERSEDES:

APPROVED BY: 
Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer


Anish Mahajan, MD
Chief Medical Officer


Patricia Soltero Sanchez, RN, BSN, MAOM
Chief Nursing Officer