This standard describes the mandatory requirements for management of clinical records for adopted children and children identified for possible adoption.

This standard outlines the requirements for sharing and release of information relating to clinical records for adopted children and children identified for possible adoption.

Managing the Clinical Records of Children Available for Adoption Policy

Implementation Standard for Managing the Clinical Records of Children Available for Adoption

1. Purpose
This Implementation Standard identifies the minimum requirements that evidence the implementation of the Managing the Clinical Records of Children Available for Adoption policy. It also identifies the responsibilities (and audit criteria) of individual positions in relation to these requirements.

2. Scope
This Implementation Standard applies to all Department of Health employees (permanent, temporary and casual) and all organisations and individuals acting as its agents (including partners, contractors, consultants and volunteers).

3. Supporting documents
Authorising Policy and Standard/s:
- Managing the Clinical Records of Children Available for Adoption Policy

Procedures, Guidelines and Protocols:
- Managing the Clinical Records of Children Available for Adoption Guideline

4. Related documents
- Department of Health
  - Assignment of Unique Unit Record Numbers Policy
  - Health Sector (Clinical Records) Retention and Disposal Schedule
  - Information Security Policy
  - Protocol for Information Security
  - Retention and Disposal of Clinical Records Policy
5. Requirements

5.1 Establishing a clinical record for a child for adoption

5.1.1 A clinical record shall be established in the birth name of all children, including those identified for potential adoption.

5.1.2 The clinical record of a newborn child for adoption shall be established using the birth mother’s family name as the baby’s family name, unless instructed otherwise by the birth mother. The baby’s given name should be recorded as identified by the birth parents. If no name has been decided, use Baby of xxx (xxx is the mother’s given name).

5.1.3 The clinical record of a child shall not be established and maintained as named, de-identified or in the name of a foster carer. Refer to the Client Identification Data Set Specification (CIDSS).

5.1.4 The clinical record of a child for adoption shall remain in his or her birth name until the child is placed with adoptive parents under an interim or final order.

5.1.5 Staff shall seek and record in the clinical record as much information as possible about the medical background of parents who are considering the placement of their child for adoption.

5.1.6 Staff shall send a copy of the relevant hospitals clinical record of all children identified as potentially being placed for adoption to Adoption Services Queensland, Department of Communities, Child Safety and Disability Services, upon their discharge from hospital.

5.2 Registration of birth for a child for adoption

5.2.1 Staff shall facilitate registration of birth for all children for adoption in his or her birth name, in the same manner that other children are registered who are not being adopted.

5.2.2 A newborn child for adoption shall be registered using the birth mother’s family name as the baby’s family name, unless instructed otherwise by the birth mother. The baby’s given name should be recorded as identified by the birth parents. If no name has been decided, use Baby of xxx (xxx is the mother’s given name).
5.3 Release of information

5.3.1 All requests for access to the clinical records in the birth name of adopted children shall be directed to Adoption Services Queensland, GPO Box 806, Brisbane, Qld 4001.

5.3.2 Where the birth parents decide not to proceed with adoption, access to and information release of the child’s information shall be managed in accordance with any other request for information under legislative requirements.

5.3.3 All requests for access to the clinical records in the adopted name of adopted children shall be managed in accordance with any other request for information under legislative requirements (see section 5.5 – adopted child clinical record).

5.4 Clinical records for children in foster care transitioning to adoption

5.4.1 Staff shall maintain a clinical record in the birth name of all children, even when placed in foster care while transitioning to adoption.

5.4.2 Clinical records shall be updated to include the postal address and contact details of the foster carer.

5.4.3 Staff shall ensure that birth parents are not provided with any information that identifies the foster carer. Any clinical record information released to the birth parents prior to adoption being finalised shall be checked to ensure it does not identify the foster carer.

5.4.4 All written communication with foster carers shall be filed in the correspondence section of the child’s clinical record.

5.5 Adopted child clinical record

5.5.1 Hospital and Health Service staff shall create a new clinical record under the adopted name of an adopted child when they are subsequently admitted to the same and/or any other hospital for treatment and/or care. A new Unit Record Number or Medical Record Number shall be created.

5.5.2 The Hospital and Health Service shall ensure the clinical record created under the child’s adopted name is not linked to any information that is held in the birth name of that child.

6. Review

This Standard is due for review on: 15/12/2013

Date of Last Review: N/A

Supersedes: N/A

7. Business Area Contact

Clinical Information Management, Planning Engagement and Performance Directorate, Health Services Information Agency
### 8. Responsibilities

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibility</th>
<th>Audit criteria</th>
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</thead>
</table>
| Chief Information Officer, Health Services Information Agency | • Clinical Records Custodian.  
• Accountable for recordkeeping governance for clinical records. | • Department of Health has an effective Clinical Records Adoption Policy. |
| Executive Director, Planning Engagement and Performance Directorate | • Approver  
• Policy Custodian for the Clinical Records Adoption Policy. | • Policy going forward for endorsement has been developed in line with the Department of Health Policy Framework.  
• Policy reviews are conducted as per schedule.  
• Approved policy has been developed in accordance with the relevant legislation, policies and standards.  
• Policy is current. |
| Manager Clinical Information Planning and Policy, Clinical Information Management | • Review and revise Policy, Standard and Guidelines relating to clinical records adoption against the Adoption Act 2009.  
• Provide advice and awareness on clinical records adoption policy and supporting documents at corporate area. | • Policy reviewer and author. |
| Hospital and Health Service (HHS) CEOs | • Ensure the implementation of the Clinical Records Adoption Policy and supporting documents within the HHS. | • HHS initiated procedures and workplace instructions are current. |
| Health Information Managers | • Implement Department of Health policy and guidelines relating to clinical records adoption, into local environments.  
• Develop, implement and maintain local clinical records adoption work instructions consistent with Department of Health Clinical Records Adoption Policy, Implementation Standard and Guideline requirements.  
• Provide advice, guidance, education and awareness on clinical records adoption management practices within local area. | • HHS initiated procedures and work instructions relating to clinical records adoption are developed and implemented into local environment. |
| All employees, volunteers, and Department of Health staff | • Comply with the Clinical Records Adoption Policy and supporting documents as required. | • Compliance |
### 9. Definitions of terms used in the policy and supporting documents

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption order</td>
<td>A final adoption order or interim order.</td>
<td>Adoption Act 2009</td>
</tr>
</tbody>
</table>
| Adoptive parent               | A person who has adopted someone else under the relevant adoption laws  
A person who has adopted someone else under a final adoption order.                                                                                                                                                                                                                                                                                                                                                                                                                                          | Adoption Act 2009           |
| Approved foster carer         | A person who holds a certificate of approval as an approved foster carer.                                                                                                                                                                                                                                                                                                                                                                                                                                   | Child Protection Act 1999   |
| Birth Name                    | The name a child is given by his or her parents at birth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |
| Birth parent                  | A person who was a parent of the adopted person at any time before the adoption, including:  
(i) a biological parent of the adopted person; and  
(ii) someone who was a parent of the adopted person under a previous adoption.                                                                                                                                                                                                                                                                                                                                                              | Adoption Act 2009           |
| Child                         | A child is an individual under 18 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Child Protection Act 1999   |
| Clinical record               | A record that contains data or information relating to individual patients/clients (or groups of patients/clients) created as evidence of the delivery of a clinical service.                                                                                                                                                                                                                                                                                                                                                                                             | Department of Health        |
| Final adoption order          | A final adoption order under part 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Adoption Act 2009           |
| Interim order                 | An interim order under part 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Adoption Act 2009           |
| Parent                        | The child’s mother or father; and anyone else, other than the chief executive (child safety) or a corresponding officer of another jurisdiction, with the right to have the child’s daily care, and the right and responsibility to make decisions about the child’s daily care, under:  
(i) a law of the State other than this Act; or  
(ii) a law of the Commonwealth or another State; or  
(iii) a court order other than an order under this Act.                                                                                                                                                                                                                                                                                                                   | Adoption Act 2009           |
| Records                       | Recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs and includes:  
a) anything on which there is writing  
b) anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them  
c) anything from which sounds, images or writings can be reproduced with or without the aid of anything else, or  
d) a map, plan, drawing or photograph.                                                                                                                                                                                                                                                                                  | Public Records Act 2002     |
10. Approval and Implementation

Policy Custodian:
Executive Director, Planning Engagement and Performance Directorate, Health Services Information Agency

Responsible Executive Team Member:
Chief Information Officer, Health Services Information Agency

Approving Officer:
Ray Brown, Chief Information Officer, Health Services Information Agency

Approval date: 9 July 2013
Effective from: 1 July 2013