

Sample Chaperone Policy

Purpose: To ensure comfort, safety, and dignity during medical examinations and procedures, while also protecting both patients and healthcare providers from misunderstandings or allegations of inappropriate behavior.

Scope: This policy applies to all healthcare providers and staff at [Physician Office Name].

Policy:

1. Availability of Chaperones:

- A chaperone will be offered to all patients during any intimate examination or procedure. This includes, but is not limited to, breast, pelvic, genital, and rectal examinations. Additionally, a chaperone may be provided as deemed necessary by the healthcare provider to ensure the comfort and safety of the patient and themselves.
- Patients have the right to request a chaperone at any time during their visit.

2. Role of the Chaperone:

- The chaperone's primary role is to provide comfort and reassurance to the patient.
- The chaperone will also assist in maintaining the patient's dignity and privacy.
- The chaperone will observe examinations or procedures for which they are trained.

3. Procedure:

- The healthcare provider will inform the patient that a chaperone is present and will obtain verbal consent.
- If the patient declines to have a chaperone, this decision will be documented in the patient's medical record.
- If the patient requests a chaperone, the healthcare provider will arrange for one to be present.
- The chaperone will be a trained healthcare team member, preferably of the same gender identity as the patient.
- The chaperone will remain in the room for the examination or procedure.

4. Documentation:

- The presence of a chaperone or the patient's decision to decline a chaperone will be documented in the patient's medical record. The name and role of the chaperone should be documented in the medical record.
- Any concerns or incidents during the examination or procedure will be documented and reported according to office policy.

5. Confidentiality:

- All staff members, including chaperones, are required always to maintain patient confidentiality.
- Discussions about the patient's condition or treatment will be conducted privately and discreetly.

6. Training:

- All staff members will receive training on the chaperone policy and their roles and responsibilities.
- Training will include how to offer and provide chaperone services and document the patient's decision and any relevant details.
- Staff with chaperone responsibilities will receive training related to the exams and procedures that they will chaperone to ensure they are well-versed to easily identify if a provider is veering away from standards.

Guidelines for Chaperone:

1. Professionalism:

- Always maintain a professional demeanor.
- Introduce yourself to the patient and explain your role as a chaperone.

2. Respect and Sensitivity:

- Be respectful and sensitive to the patient's needs and concerns.
- Ensure the patient's privacy and dignity are maintained throughout the examination or procedure.
- Avoid unnecessary conversation during the examination, focusing on the patient's comfort and reassurance.

3. Confidentiality:

- Maintain strict confidentiality regarding all patient information.
- Do not discuss the patient's condition or treatment with anyone outside the healthcare team.

4. Observation and Support:

- Observe the examination or procedure attentively.
- Be prepared to assist the healthcare provider if needed while ensuring the patient's comfort.
- Provide emotional support and reassurance to the patient as appropriate.

5. Documentation:

- Document your presence as a chaperone in the patient's medical record.

- Any concerns or incidents during the examination or procedure will be documented and reported according to office policy.

6. Communication:

- Communicate clearly and effectively with both the patient and the healthcare provider.
- Address any concerns or questions the patient may have before, during, or after the examination.

7. Training and Competence:

- Participate in regular training sessions to stay informed about best practices and any updates to the chaperone policy.
- Ensure you are competent and understand the procedures you may be observing.

8. Boundaries:

- Maintain appropriate physical and emotional boundaries with the patient.
- Do not engage in any behavior perceived as inappropriate or unprofessional.

9. Reporting:

- Report any concerns or incidents to the appropriate authority within the office immediately.
- Follow office protocols for incident reporting and documentation.

This policy will be reviewed annually and updated to ensure compliance with the best practices and regulatory requirements.