

CONSENT TO PARTICIPATE IN A TELEMEDICINE CONSULTATION CHECKLIST

Telemedicine Information Categories	Initials	Comments
<u>Orientation</u> Orient patient to the telemedicine location, equipment, and staff.		
<u>Confidentiality/Privacy</u> Assure patient that no other parties are watching consultation.		
<u>Video Taping</u> Assure patient that the session is not being videotaped.		
<u>Communication Issues</u> Explain sound delay.		
<u>Contingency Management</u> a) Care provider may determine the need for an in-person assessment. b) Patient has right to refuse to participate and right to decline the service at any time.		
Opportunity for questions and feedback		
<u>Consent</u> Patient or substitute decision maker verbally consents to participate in telemedicine consultation.		
Follow up instructions		

Signature: _____
(Telehealth Coordinator or Designate)

Date: _____

Checklist Rationale

- Provide orientation to the telemedicine location, equipment, and staff.
 - o Introduce patient to care provider(s) at remote end.
 - o Explain equipment – camera movement, microphone, PIP
- Confidentiality/Privacy
 - o Assure patient no other parties watching consultation.
 - o All participants to be ‘on camera’ at least initially.
 - o Videoconference is real time and not recorded.
- Video Taping
 - o Explain to patient ‘real time’ nature of telemedicine video conferencing.
 - o Assure patient that sessions are not taped.
- Communication Issues
 - o Sound delay
 - o Waiting your turn to speak
 - o Normal speaking voice
- Contingency Management
 - o Care provider may determine the need for an in-person assessment.
 - o Right to refuse to participate and right to decline the service at any time
 - An implication for far North communities – whose responsibility is it when patients are no shows / refuse TM? Is alternative care guaranteed?
 - Refusals – how to notify referring physician
- Opportunity for questions and feedback
 - o Ask patient if they have any questions about the TM event.
 - o May ask patient to participate in a satisfaction survey.
- Patient verbally consented to participate in telemedicine consultation
 - o Documentation in patient record as per college / facility standards.
- Technology failure / contingency planning
 - o Inform patient of contingency planning on an as-needed basis.
- Follow up instructions
 - o Inform patient of additional appointments / test / communication with primary care provider as per the clinic’s current process / clinical protocol.

