

Date: [insert date]

Dear [insert name]

I strive to provide the best care I can for my patients. One way I demonstrate this commitment is by regularly attending training to improve my practice.

I am currently undertaking a course of study with the Canadian Medical Protective Association (CMPA). As part of this course, I am required to video-record some patient consultations. A trained facilitator will view these recordings anonymously and assess my communication skills. The results of this assessment will then be used to help plan my communication skills training so that I will receive the maximum possible benefit from the course.

Other course participants will also view the recordings as small segments will be shown during the course for training purposes.

I am informing you before I undertake this so that I can fully comply with the organization's policies regarding recording patient consultations. A total of eight patient interactions will be recorded (four at the beginning of the program and four towards the end of the program). The recordings will be of myself and my patients talking. Intimate examinations will not be recorded. The recording and any information disclosed in it will be treated in the strictest of confidence by myself and those who watch it. During this course, it will be kept in a secure CMPA document storage space called Documentum. After the course, the recordings will be permanently deleted from that system.

My patients' names will never be available to anyone other than myself.

Before the consultation, I will ask my patients to agree to record the consultation. They will also be informed about how the recording will be used, stored and deleted. They are obviously under no pressure to take part in this activity. If they choose not to be involved, I will understand completely, and it will not affect my consultation in any way. If the patient initially consents to the recording but at the end of the consultation would like to withdraw their consent, they are free to do so, and the recording will be destroyed.

Thank you for taking the time to consider this request.

Sincerely,