

**CONFIDENTIALITY AGREEMENT FOR
PROSPECTIVE CREDENTIALLED STAFF AND GENERAL WORKFORCE MEMBERS**

The undersigned is a prospective candidate ("Candidate") for a position at the Johns Hopkins University or Johns Hopkins Health System entity named below ("Johns Hopkins"). As part of the selection process for the position, the Candidate will be visiting Johns Hopkins and observing various workforce members and activities in specific departments. The Candidate acknowledges that the execution and delivery of this Confidentiality Agreement is required in order to participate in any pre-employment visits to Johns Hopkins.

Candidate Agreement:

I understand that I may come in contact with information during my visits to Johns Hopkins. This information may include, but is not limited to, information on patients, employees, plan members, students, credentialed staff or workforce members, donors, research, and financial and business operations (collectively referred to as "Confidential Information"). Some of this information is made confidential by law (such as "protected health information" or "PHI" under the federal Health Insurance Portability and Accountability Act) or by Johns Hopkins policies. Confidential Information may be in any form, e.g., written, electronic, oral, overheard or observed.

By signing below, I agree to the following:

- I will review the applicable Notice of Privacy Practices and the Johns Hopkins policies on confidentiality and privacy, including any policies that are specific to the entity and department in which I am visiting, including any applicable Medical Staff Bylaws.
- I will not, at any time, disclose to others, or use or copy, without the prior written consent of Johns Hopkins, any confidential or proprietary information of Johns Hopkins, or any PHI on any patients.
- I will not disclose Confidential Information to other patients, other plan members, friends, relatives, co-workers or anyone else except as required by law.
- I will not post or discuss Confidential Information, including pictures and/or videos on my personal social media sites (e.g. Facebook, Twitter, etc.).
- I will not access, maintain or transmit Confidential Information on any unencrypted portable electronic devices (e.g. Blackberries, Androids, iPhones, iPads, etc.) and agree to use such devices in accordance with Johns Hopkins policies only.
- I will protect the confidentiality of all Confidential Information, including PHI, while at Johns Hopkins and after I leave Johns Hopkins.

All Confidential Information remains the property of Johns Hopkins and may not be removed or kept by me when I leave Johns Hopkins except as permitted by Johns Hopkins policies or specific agreements or arrangements applicable to my situation.

If I violate this agreement, I may forfeit any opportunity to be considered for a position at Johns Hopkins either now or in the future. If I am hired by Johns Hopkins, or if I become affiliated with Johns Hopkins as a credentialed staff member, and it is later learned that I violated this agreement, I may be subject to disciplinary action, up to and including discharge, under applicable human resources policies, or subject to disciplinary action under Johns Hopkins

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Medical Staff Bylaws, including the termination of my credentialed privileges at Johns Hopkins. Additionally, under applicable law, I may be subject to criminal or civil penalties. I understand that if I am hired by Johns Hopkins, or if I become affiliated with Johns Hopkins as a credentialed staff member, I must sign the applicable Confidentiality Agreement required for my role at Johns Hopkins, and will do so upon request.

This Agreement is valid for sixty days from the date of execution; however, the obligations set forth in this Agreement survive the expiration date.

I have read and understand the above and agree to be bound by it.

Name: _____ Daytime Phone: _____

Signature: _____ Date: _____

Johns Hopkins Entity/Dept/School: _____

Prospective Position: _____

Place original signed copy of this Agreement in the Candidate's pre-employment file.

Copy to the Candidate.

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