Staff AI Use Policy — Starter Template

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A one-page, ready-to-adopt policy for staff using AI tools (ChatGPT and the like) in a dental practice. Print it, fill in the blanks, and put it in your staff handbook today.

Staff AI Use Policy — Starter Template

A ready-to-adopt starter for _____ (practice name). Review and adapt before use. General template, not legal advice.

> **How to use this:** read it, fill in the blanks, adjust anything that doesn't fit your practice, and add it to your staff handbook. Have each team member read and sign the acknowledgement at the bottom.

1. Why we have this policy

AI tools (like ChatGPT, Copilot, Gemini and AI features built into other software) can be genuinely useful. But used carelessly they can put **patient privacy**, our **AHPRA obligations**, and the practice's reputation at risk. This policy sets the simple rules so the whole team is working the same way.

2. The one rule that matters most

> **Never enter patient-identifiable information into a public AI tool.**

That means no patient names, dates of birth, addresses, phone numbers, Medicare or health-fund numbers, clinical notes, treatment details, X-rays, photos, or anything that could identify a patient — even partially, even "just to draft something quickly." If you wouldn't post it publicly, don't paste it into a public AI tool.

3. What's generally OK

- Using AI for **general, non-patient** tasks: drafting a generic email template, rewording a generic policy, brainstorming social post ideas (to be reviewed before posting), summarising a public article.
- Learning and "how do I…" questions that contain **no patient information**.
- Tasks where every specific detail has been **removed or replaced** with placeholders.

4. What's not OK

- Pasting any **patient information** into a public AI tool — for notes, letters, summaries, or "just checking".
- Using AI to **make or imply a clinical judgement** (triage, diagnosis, urgency) — that is a clinician's role.
- **Publishing AI-written content** (website, social, reviews replies) about the practice **without a human review** for accuracy and AHPRA advertising rules.
- Connecting a new AI tool or browser extension to our **practice systems** without owner approval.

5. Approved tools (owner to complete)

Only these AI tools are approved for use in the practice, for the uses noted:

Tool	Approved for	Not for
_____	_____	Patient information
_____	_____	Patient information
_____	_____	Patient information

Anything not on this list needs owner approval before use.

6. If you're not sure — stop and ask

If you're ever unsure whether something is OK, **don't do it** — ask _____ (nominated person) first. There is never a problem with asking. The only problem is patient information ending up somewhere it shouldn't.

7. If something goes wrong

If patient information may have been entered into an AI tool, tell _____ (nominated person) **straight away**. Acting quickly protects our patients and the practice. You will not be in trouble for reporting an honest mistake promptly.

Acknowledgement

I have read and understood the Staff AI Use Policy and agree to follow it.

Name	Signature	Date
_____	_____	_____

This is a general starter template for practice workflow education. It is not legal advice and does not guarantee compliance with the Privacy Act, the Australian Privacy Principles, state laws (such as the NSW HRIP Act), or AHPRA advertising requirements. Adapt it to your practice and seek qualified advice for your specific circumstances.

Disclaimer: Educational guidance only, not legal advice. This guide is intended for practice workflow education. Do not enter patient-identifiable information into public AI tools.
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