

Administrative Policy

Policy Type:	Clinical Simulation Recording Policy
Policy Number:	1615
Date Adopted:	06/13/2012
Version:	1.0
Review Cycle:	Biennially
Date Last Reviewed:	06/13/2012
Office Responsible:	Information Technology, Nursing and Allied Health
Reviewing Committee:	Academic Council
Related Policies:	NA
Related Laws:	Health Insurance Portability and Accountability Act (HIPAA) http://www.hhs.gov/ocr/privacy/

Policy Summary:

This policy pertains to the production, governance, and distribution of audio and video content intended for onside or online instruction.

Scope: This policy applies to college personnel and students utilizing, implementing, editing, storing, and maintaining simulation recordings. These recordings may include live and/or automated patient simulations.

Definitions:

User: faculty, staff, students and authorized guests.

Simulation: simulated clinical experience to include but not limited to the use of simulation mannequins and human simulations.

Editing: removing, adding, or rearranging parts of the video

Processing: the act of putting raw video into a usable format

Portable Media: DVD, BluRay, etc.

Policy Statement:

For learning purposes all users shall consider the information utilized in health care simulations as confidential and handle the information in the same way that is required by the Health Insurance Portability and Accountability Act (HIPAA) and other federal or state laws related to protected health information (PHI).

Simulation videos must be stored on the internal server only unless requested by the instructor of record to be transferred to portable media. Stored videos will be deleted from the video server by Information Technology Staff five weeks after the end of each semester. Please refer to the Simulation Recording Process.

Administrative access to the servers and videos will be password protected and is limited to Information Technology staff only. Faculty access to certain video servers will be password protected and is for read access only.

Videos will be transferred to portable media by request of the teaching faculty of record.

All simulations are confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of this policy. Simulation mannequins shall be used with respect and be treated as if they were live patients. Failure to do so may result in disciplinary action. Employee violations shall be directed to the Director of Human Resources, student violations shall be directed to the Dean of Students.

Simulation learning studios are learning environments. All scenarios, regardless of their outcome, must be treated in a professional manner. Situations simulated in the lab are to be used as a learning tool. Recorded material may contain content that is to be restricted to certain viewers. It is the responsibility of the participants and instructors to protect its distribution.

Faculty will acknowledge the use of the video equipment in the learning studios for educational purposes only and not a tool for assessing the faculty.

Unauthorized audio and video recording devices shall not be permitted during simulations.

All editing done by Information Technology staff will be performed by the same gender as those in the evaluation.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
06/13/2012	1.0	Initial Release	S. Risner