



# California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE (COM)

SIMULATION CONFIDENTIALITY POLICY

## PURPOSE

This policy is established to ensure that all simulation-based education activities remain confidential before, during and after any and all simulation events according to FERPA regulations.

## SCOPE

This policy affects all participants (internal and external) who work in and with the Simulation Center including simulation center administration and personnel, CHSU faculty, staff, and students.

## POLICY STATEMENT

All persons using the Simulation Center and Program will always respect privacy and maintain confidentiality of learner actions and patient encounters within the simulation center. The simulation center will provide training based for all users on the importance of simulation and participant confidentiality adhering to the

- Society for Simulation in Healthcare Accreditation Standards
- International Nursing Association for Clinical Simulation and Learning (INASCL) [Healthcare Simulation Standards of Best Practice™](#)
- Association of Standardized Patient Educators [Standards of Best Practice](#)

Student participant performance in summative simulation activities is assessments and high stakes OSCE testing and are reported to the Office of Academic Affairs and faculty. No grades or assessment data are shared to internal or external participants following the rules of FERPA.

Any identifiable participant data viewed on a Simulation Center computer is considered confidential and must not be shared or discussed without consent.



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Failure to comply with learner confidentiality is deemed unprofessional and academic dishonesty and will be reported to the appropriate faculty, department chair, dean, or administrator for follow-up. Noncompliance may result in the student being referred to the student professionalism committee (SPC).

Noncompliance by an outside learner may result in not being allowed to continue simulation experiences at CHSU.

Confidentiality is part of the prebriefing and establishes a psychologically safe learning environment for learners (INASCL [Healthcare Simulation Standards of Best Practice™ Prebriefing: Preparation and Briefing](#)) where transparent communication and the ability to learn from mistakes enables active learning by all participants.

All faculty, staff, observers, students, outreach learners, and standardized patients working or learning within the Simulation Center will read and sign a confidentiality agreement at the time of onboarding, orientation, or before entering the first simulation experience.

Record of the signed confidentiality agreements are kept in a password protected computer file by the Simulation Center Director.

### DEFINITIONS

- A. **Simulation Activity** - The entire set of actions and events from initiation to termination of an individual simulation event; in the learning setting, this is often considered to begin with a prebriefing and end with a debriefing. All elements in a simulation session, including the design and set-up require confidentiality.

### REFERENCES

- Lopreiato JO (Ed.). (2016). *Healthcare simulation dictionary*, Rockville, MD: Agency for Healthcare Research and Quality.



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## **RESPONSIBILITIES**

Simulation Center Director, Simulation Center staff, all CHSU faculty, internal and external clients and students of CHSU are responsible to uphold and follow this policy.

## **HISTORY (R\*)**

Approval Date:

7/5/2023

09/06/2019

Revision Date(s):

4/3/23

Reviewed Date(s):

7/5/2023

**R:** COM Dean

**A:** Simulation Center Director, Associate Dean for Osteopathic Clinical Education and Simulation

**C:** COM Faculty and Staff, CHSU Legal Counsel, CSHU Policy Development Committee

**I:** CHSU Community