



# California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE (COM)

SIMULATION DATA RETENTION POLICY

## PURPOSE

The purpose of this policy is to ensure that the Simulation Center follows proper record and data retention practices to protect the confidentiality of data, video, electronic database records, simulation metrics, paper forms and evaluations generated within the Simulation Center and Program.

## SCOPE

This policy affects all users (internal and external) of the simulation center including the simulation center administration and personnel, CHSU faculty, staff, and students.

## POLICY STATEMENT

The Simulation Program has an established process for storage of student/resident data.

All Simulation Center personnel will abide by all CHSU student record retention policies:

- [CHSU Secure Student Recordkeeping Policy](#)
- [CHSU Governing Statute 3 Confidentiality of Information](#)
- [CHSU's Records Management Policy](#)

Student participant performance in summative simulation activities, including assessments and high stakes OSCE testing are reported to the Office of Academic Affairs and faculty. Consistent with the requirements of FERPA, grades and other assessment data are not shared with internal or external participants.



## California Health Sciences University

### Data Retention for Program Statistics

- A. Program statistics are kept on all simulation-based education activities. The Simulation Center Director and/or designee will maintain these records.
- B. All Simulation Center staff contribute to gathering program statistics using the Simulation Metric Tracking Form.
- C. Metrics include but are not limited to
  - 1. Number of participants
  - 2. Number of session hours
  - 3. Number of faculty facilitators
  - 4. Length of time for learners in the scenario
  - 5. Length of time for set-up and break-down
  - 6. Methodology used (Manikin, SP, Hybrid)
- D. The program metrics and evaluation data (online or paper) is kept for the life of the simulation program in an online password protected file and is shared in summary form with CHSU administration, faculty, and simulation center staff.
- E. The CHSU Simulation Advisor Council with members from the Central California, are provided a summary of this data at the annual spring meeting in an end-of-year report.
- F. The COM College Administrative Committee receives summary reports and the end-of-year report in June.

### Testing Video Recording & Online Documentation

Students as well as other Simulation Center users may be observed and evaluated using video recordings. These recordings may be reviewed in debriefing and classroom discussion. Video recordings are deleted from the system after students graduate.

### **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



## California Health Sciences University

debriefing. All elements in a simulation session, including the design and set-up required.

### REFERENCES

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

### RELATED INFORMATION AND PROCEDURES

- A. Simulation personnel have administrative oversight for the education management system where student testing recordings and written documentation is kept.
- B. Faculty are given access to grade using the education management system for high stakes summative testing and to give written feedback.
- C. The simulation director and simulation personnel are responsible for transferring final grades to the office of academic affairs plus maintaining these records and overseeing the security of data storage.
- D. Destruction of video, online documentation, and photography records follows CHSU procedures.

---

### 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

Revision Date(s):

Reviewed Date(s):

7/5/2023



# California Health Sciences University

**R:** COM Dean

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

**C:** COM Faculty and Staff, Director of CHSU IT Services, CHSU Legal Counsel, CHSU Policy Development Committee

**I:** CHSU Community