



California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE (COM)

SIMULATION VIDEO RECORDING POLICY

PURPOSE

The purpose of this policy is to ensure confidentiality and security of video recording in the simulation center.

SCOPE

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

POLICY STATEMENT

All video recording data kept by the Simulation Center is considered confidential under FERPA regulations. The Simulation Program has an established process for secure storage and handling of student/resident data.

All Simulation Center personnel are required to abide by all applicable CHSU student record retention policies, including the following:

- 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.

Students as well as other users may be observed and evaluated using video recordings. These may



California Health Sciences University

be reviewed in debriefing and classroom discussion. Video recording creates a potentially permanent record.

All users coming to the Simulation Center are required to sign a *Simulation Photography & Videography Release Form*. This form is to be read and signed prior to first-time participation in a CHSU simulation-based activity. The signed form will be maintained in the Simulation Center's records. The following rules are applicable to use of the Simulation Center's videos:

- A. Videos will be used solely for educational and training purposes within participant/learner training and only by approved faculty or staff.
- B. Unauthorized video recording (i.e., personal devices) is not permitted.
- C. Copying, duplication or other forms of distribution of audio/video footage is prohibited.
- D. Video records will be maintained in accordance with the CHSU record retention schedule.
- E. Participant personal information and indexing of the videos is maintained in a password protected database as a part of the center's audio-visual software.
- F. Simulation personnel are responsible for administrative oversight of the education management system where student testing recordings and written documentation is kept.
- G. Faculty are given access to grade using the education management system for high stakes summative testing and to give written feedback.
- H. 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.
- I. Destruction of video and photography records follows CHSU procedures.
- J. Viewing of video recordings for summative assessment and evaluation is only permitted when done by faculty or instructors involved in the simulation event.

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



California Health Sciences University

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. Only Simulation Center administration, staff, CHSU faculty, instructors, and CHSU administrators can be assigned simulation video access. Participants are not given individual access to the system or videos. Viewing of individual student video performance must be proctored by the faculty.
- B. A participant may choose to not sign the *Simulation Photography & Videography Release Form*. This student will not be recorded during faculty designated and/or high-stake testing sessions. If a recording was completed with this participant in a simulation session the participant has the right to sit with simulation staff to ensure deletion of the digital files containing the participant's image or voice.
- C. A participant in a recorded simulation session that has not signed the consent will only observe from outside the video recording area. If high stakes testing, arrangements are needed with the course director and faculty to complete the desired learning objectives.
- D. Verbal or written permission by all participants in a simulation experience is required if videos will be viewed by an outside individual or used in the classroom for education.
- E. Video recordings to be used for research must obtain International Review Board (IRB) approval and written participant consent.
- F. A request to have a simulated experience recorded must be submitted with the *Simulation Scenario Request Form*.

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.



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HISTORY (R*)

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7/5/2023

Revision Date(s):

Reviewed Date(s):

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R: COM Dean

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

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

I: CHSU Community