



# California Health Sciences University

CHSU SIMULATION CENTER and PROGRAM

## CONFIDENTIALITY POLICY

### I. PURPOSE

This policy is established to ensure that all simulation-based education activities, storage of data, and video recording and viewing remain confidential and consensual before, during and after any and all simulation events.

### II. SCOPE

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

### III. POLICY STATEMENT

All persons using the Simulation Center and Program will always respect privacy and maintain confidentiality. The Simulation Center will educate all users on the importance of simulation and participant confidentiality. Failure to comply will be reported to the appropriate faculty, department chair, or administrator for guidance.

All users of the simulation center will read and sign a confidentiality agreement before entering the first simulation experience.

The Simulation Program has an established process for storage of student/resident data. All Simulation Center personnel will abide by all CHSU record retention policies.

Students as well as other users may be observed and evaluated using video recordings. These are reviewed in debriefing and possibly classroom discussion. Video recording creates a potentially permanent record. Therefore:

- A. Videos will be used solely for educational and training purposes within participant/learner training and only by approved faculty or staff.
- B. All participants/learners using the simulation center will sign a consent/release for photo and video recording.
- C. Unauthorized video recording (i.e., personal devices) is not permitted.
- D. Copying, duplication, or other forms of distribution of audio/video footage is prohibited.
- E. Video records will be maintained in accordance with CHSU's Record Retention and Destruction Policy.

Detailed procedures for this policy can be accessed in Confidentiality Policy and Procedure.



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## IV. DEFINITIONS

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 required.

## V. REFERENCES

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

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- Policy Owner: Simulation Manager
  - Effective Date: 8/22/2019
  - Approval by Provost Date: 9/06/2019
  - Approval by the President: 9/06/2019