POLICY: **CONFIDENTIALITY AND VIDEO TAPING POLICY**
PPM ID: 5.0
APPROVED: DATE OF APPROVAL
LAST REVISED: MAY 2017

OVERVIEW The Simulation Learning Center adheres to the University of Utah and College of Nurisng confidentiality practices based on FERPA regulations.

***Related Documents:* http://www.regulations.utah.edu/humanResources/5-205.html
http://regulations.utah.edu/academics/6-400.php
http://regulations.utah.edu/academics/6-316.php
http://regulations.utah.edu/it/4-004.php

I. Definitions

a. Learners are defined as both active and passive participants **NOT** enrolled as a University of Utah student nor participating as part of a formal educational program.
b. Students are defined as both active and passive participants enrolled in the University of Utah as active students and participating as a part of program courses.

II. Confidentiality

a. Student individual performance in the simulation center will be held confidential from other learners, faculty, and staff members outside the simulation learning experience in accordance with the *Code of Student Rights and Responsibilities 6-400*, *Faculty Code of Conduct 6-316* and FERPA regulations.
b. Student debriefing as part of the simulation experience is also considered confidential.
c. Learner individual performance and group performance in the simulation center will be held confidential by simulation staff and faculty. Learner facilitators employed outside the University of Utah are responsible for any confidentiality policies within their individual programs.

III. Confidentiality Exemptions

a. Student group performance trends may be shared with faculty course leads for the purpose of quality improvement and remediation of course materials.
b. Student individual performance deemed unsafe or unethical as defined by the *Code of Student Rights and Responsibilities 6-400* and/or student programmatic handbook will be shared with faculty course lead and/or faculty program director for follow-up.

IV. Audio/Visual

a. Simulation based learning experience may be digitally videotaped only with participants consent prior to the learning experience.
b. Student audio/visual consent forms are the responsibility of the educational program.
c. Learner audio/visual consent forms are the responsibility of the simulation facilitator.
d. Student videos are deleted within 72 hours of taping unless program consent indicates a longer period is needed such as testing.
    i. Exemption: If segments or images from the videotaped recording are determined to be useful for the program improvement, faculty training, program promotion or scholarly presentations at local, national or international events, a Visual/Audio Image Release form signed by individual students will be obtained.
e. Student have the right to refuse to release simulation learning video tapes at any time during their program, without fear of consequence.
f. Learners Videos are deleted immediately after simulation experiences, unless prior approval is obtained.