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| Policy Name: | Confidentiality in CSLC |
| Policy Number: | ADM 8.03 |
| Title of Policy Owner: | Dean, CSCL |
| Approved by: | Policy Committee/Administrative Cabinet |
| Effective Date: | 08/01/2018 |
| Version: | 1.0 |
| Policy Status: | Approved |

I. Policy

II. Purpose

All students, whether in the BSN program or health system workforce, will maintain confidentiality when attending educational simulations at the Clinical Simulation & Learning Center, (CSLC). Confidentiality is essential in the simulation environment; thus, allowing each participant the ability to achieve the learning objectives. Authorization will be obtained from students prior to the release of any simulation photographs or audio/visual recordings in which they appear when used for purposes other than to validate clinical competency for educational purposes.

III. Scope

IV. Definitions

V. Policy Details

Procedure

BSN Students:

Each student is oriented to the Clinical Simulation & Learning Center. During this orientation, students are given a copy of: 1) the Bon Secours Memorial College of Nursing Simulation Laboratory Guidelines, which include safe

practices; 2) the Participation in Simulation Confidentiality Statement, which is a mandatory document that all students must sign prior to participation in simulation activities; and 3) the Participation in Simulation Authorization to Release Photographs and Audio/Visual Recordings, which is an optional document that students may voluntarily sign to authorize release of simulation photographs or audio/visual recordings for purposes other than to validate clinical competency. Students will be asked to sign each of these forms and a copy will be maintained on file at the CSLC for a period of three years.

When photographs or audio/visual recordings are made to validate clinical competency, they are to be used for educational purposes only. The photographs or audio/visual recordings are to be reviewed only by the student, the unit educator/unit supervisor/manager, and simulation staff. Such photographs or audio/visual recordings will be deleted after all parties have completed their review or no more than seven (7) days from the date of the simulation.

When photographs or audio/visual recordings are made for purposes other than to validate clinical competency (for example, to be published and reproduced in professional journals and medical books; to be used at professional meetings; and to be used for any other purpose for which Bon Secours Memorial College of Nursing or its staff members may deem fit in the interest of medical education or research) consent to participate and authorization to release must be obtained. Prior

to the taking or release of any such photographs or audio/visual recordings, staff must confirm that the student has signed the Participation in Simulation Confidentiality Statement and Participation in Simulation Authorization to Release Photographs and Audio/Visual Recordings.

Health System Personnel or Outside Entities:

Each participant is given a copy of consent and waiver specific to the event on the day of the event. Participants will be asked to sign the consent and waiver and a copy will be maintained on file at the CSLC for a period of three years.

Reference documents:

Bon Secours Memorial College of Nursing Simulation Laboratory Guidelines
Participation in Simulation Confidentiality Statement
Event specific Consent and Waiver

VI. Attachments

VII. Related Policies

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

| Version | Date | Description | Prepared by |
|---------|------|----------------------------|-------------|
| 1.0 | | Revisions and new template | Dean, CSCL |