

Policy Name: Confidentiality in CSLC  
Policy Number: ADM 8.03  
Title of Policy Owner: Dean, CSCL  
Approved by: Administrative Cabinet  
Effective Date: 08/01/2022  
Version: 2.0  
Policy Status: Approved

I. Policy

II. Purpose

All students, whether in a Richmond Higher Education Institute (RHEI) 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

All participants in simulation-based learning in the CSLC

IV. Definitions

V. Policy Details

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, faculty, 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 thirty (30) days from the end of the semester in which the simulation occurred.

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 Richmond Higher Education Institute 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 discretion, 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
2.0	5/25/22	Reviewed, changed video destroy date.	Dean, CSLC