

**Policy Name:** Confidentiality in CSLC  
**Policy Number:** ADM 8.03  
**Title of Policy Owner:** Dean of CLSC  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2023  
**Version:** 3.0  
**Policy Status:** Approved

**I. Policy**

Confidentiality in CSLC

**II. Purpose**

All students, whether in a Richmond Higher Education Institute (RHEI) program or health system workforce members who are participating in a simulation, will keep as confidential information pertaining to the content of the simulations, student performance, and students attending education simulations at the Clinical Simulation & Learning Center (CSLC). Doing so is essential to enabling each participant to participate fully in CSLC activities and 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**

None

**V. Policy Details**

RHEI Students:

Each student is oriented to the CSLC. During this orientation, students are given a copy of: 1) the Clinical Simulation & Learning Center 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 required to sign the CSLC Laboratory Guidelines and the

Participation in Simulation Confidentiality Statement and given the option to sign the Participation in Simulation Authorization to Release Photographs and Audio/Visual Recordings. Failure to sign the CSLC Laboratory Guidelines or the Participation in Simulation Confidentiality Statement will result in the student's inability to participate in the simulation activities which may negatively impact the student's participation in the program. A copy of the signed forms will be maintained with the student's official record for RHEI students, and on file at the CSLC for a period of three years for non-RHEI student participants.

When photographs or audio/visual recordings are made to validate clinical competency, they are expected to be used for educational purposes only, and in all instances, they will be used consistent with the Family Educational Rights and Privacy Act (FERPA). The photographs or audio/visual recordings are to be reviewed only by the student, faculty, unit educator, unit supervisor/manager, and simulation staff, as appropriate. 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 must be obtained from those photographed or recorded. 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 non-student 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. Signed copies of the consent and waiver will be maintained on file at the CSLC for a period of three years.

Reference documents:

Clinical Simulation & Learning Center Laboratory Guidelines

Participation in Simulation Confidentiality Statement

Event specific Consent and Waiver

## **VI. Attachments**

None

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Richmond Higher Education Institutes (RHEI) and any party. RHEI, 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	8/1/2015	Revisions and new template	Dean, CSCL
2.0	5/25/2022	Reviewed, changed video destroy date.	Dean, CSLC
3.0	6/2/2023	Review and recommendation by legal	Dean, CSLC