



Title: Confidentiality in CSLC	Policy No.: ADM 8.03	Date: 8/1/2015 Rev.: 8/1/2018
Areas Affected:		Page 1 of 2

Policy Statement

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.

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

Reference Policy # _____

Approved by:		
_____	Dean, CSLC	_____
_____	Provost/VP	_____
Signature	Title	Date
Approval History:		
BSHSI Legal Department 12/3/14		
CSC 3/19/15		
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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