



RiSC Confidentiality, Recording & Research Agreement 2018

Participant's name:

Course Date:

1. Confidentiality

During your participation in this course you will be observing the performance of other individuals in managing simulated clinical events, and also participating in simulated scenarios and debriefing discussions. We ask that you hold as confidential within this group all information regarding the names and performances of individuals in scenarios and during debriefing; and any information shared by participants in the course of general discussion and during debriefing conversations.

2. Recording

The simulated scenarios and debriefing discussions will be recorded and the recordings may subsequently be used for the purposes of staff development and quality improvement. Recordings will be stored securely and retained for the duration of twelve months and then destroyed. Only those directly involved in the sessions or selected programme faculty will be able to view these recordings.

3. Research

Simulated scenarios, debriefing discussions, and recordings may also be used for research purposes. If this is the case, the confidentiality and recording agreements will apply. Further information will be given to participants prior to the sessions including the proposed research, any use of recordings, the individuals who may access recordings, and the duration of retention.

By signing below you are acknowledging that you have read and understood this Agreement regarding RiSC Course confidentiality, recording and research, and the RiSC Policy Statement on the Recording of Activities, and agree to the terms of same.

Signature:

Date:

**University of Otago, Rural Postgraduate Programme (RPP) and
Rural Inter-professional Simulation Course (RiSC)**

Policy Statement on the Recording of Activities

1. Respect for participants (learners and tutors) and the establishment of a trustworthy learning environment is critical to RPP/RiSC simulation activities. Every reasonable effort will be made to ensure that all participants feel secure, respected and supported and that they understand the purpose and value of recordings.
2. Education sessions and other activities may be recorded for a variety of purposes including:
 - 2.1. facilitated reflection and learning during session debriefing;
 - 2.2. staff development;
 - 2.3. quality improvement purposes; and
 - 2.4. research.
3. Recordings will never be made without the knowledge of all participants.
4. All participants will be given access to this recording policy and will have the opportunity prior to sessions to raise and discuss any concerns they may have.
5. Recordings will not be used for any purpose other than those listed above unless the specific purpose is made known to participants in advance and prior consent has been obtained.
6. Recordings of actual teaching and learning sessions (scenarios and debrief discussions) will not be used for demonstration or promotional purposes i.e. presented at education meetings, conferences or other such events. Should recordings be required for these purposes they will be specifically produced using volunteers who know in advance the purpose and proposed use of the recording and who have given specific consent.
7. Where tutors other than RPP/RiSC staff, professional actors or volunteers from the community are involved in sessions which are being recorded, specific written consent to be recorded must be obtained from these individuals. The consent must include not only the making of the recording but also the purpose and use of the recording.
8. Where the recording is part of a research project, written consent must be obtained from all participants. Information given to the research participants must include the proposed use of the recordings, the individuals who may access them and the duration of retention.

9. In the event that a session involves several learners/participants, and an individual participant declines consent for recording, dependent on the purpose of the recording, that individual may be required to opt out of the session rather than the recording being abandoned.
10. Recordings will remain the property of RPP/RiSC until such time as they are destroyed.
11. All recordings made for facilitated learning, staff development and quality improvement purposes will be routinely destroyed 12 months after the date of recording, unless specific consent for a longer period of retention has been obtained.
12. Recordings made for research purposes will be kept for the duration required and specified within the research protocol.
13. The University will not sell, lend or give the recordings to any other institution or person except where the recording has been made specifically for demonstration/promotional purposes, all participants have given consent to the specified use and distribution of the recording and the Course Director has specifically authorised the production and distribution.
14. Recordings will be securely stored.
15. Access to recordings is controlled and authority will be granted to users by the Course Director according to the purpose of the recording and the permission given by participants in the recorded session.
16. All users who are given access to recordings are required to adhere to this policy and only access, view and use recordings for their intended purpose.
17. Recordings must not be copied or downloaded except by RPP/RiSC staff authorised by the Course Director to do so and then only for specific purposes such as video-editing.
18. Individuals granted access to the recordings must not display or allow unauthorised viewing of recordings by any party other than those for whom consent has been given.
19. Inappropriate use of recordings and/or breach of this policy will result in removal of access rights to recordings and may result in removal of all access to and privileges within RPP/RiSC, and may potentially also lead to professional or disciplinary consequences.

Audio and/or video recording and the taking of still images by any person other than a member of RPP/RiSC faculty is strictly forbidden.
