



## Policy

Policy Name: Centre for Advanced Medical Simulation Confidentiality Policy		
<b>Owner:</b>	Director, Centre for Advanced Medical Simulation (CAMS)	<b>Effective Date:</b> 09/01/2017
<b>Lead:</b>	Manager, CAMS	<b>Review Date:</b> 12/19/2023
<b>Approved By:</b>	School of Health and Life Sciences (SHLS) Operational Leadership Council	<b>Approval Date:</b> 12/19/2023
<b>Related Policies and Procedures:</b>	CAMS Video Recording Policy, CAMS Data Retention and Storage Policy, Freedom of Information and Protection of Privacy Act	

### 1.0 POLICY STATEMENT

The purpose of this policy is to facilitate learning by maintaining an environment where participants are safe from harmful repercussions due to their performance in a simulated scenario and debriefing. Further, this policy helps to ensure that information obtained in a simulation is shared appropriately and only with those on a need-to-know basis.

### 2.0 SCOPE

This policy will include guidance on the following:

- How participants, facilitators, and staff are informed of the policy
- Retaining records of participant agreement with this policy
- Maintaining confidentiality of participant performance, debriefing discussions, and simulation content
- Maintaining confidentiality of participant records
- Exceptions to this policy

### 3.0 DEFINITIONS

TERM	DEFINITION
Facilitator	An individual involved in the delivery of simulation activities under the guidance of the Lead Facilitator.
Participant	Includes students and clients.
CAMS Staff	Includes the CAMS Director, CAMS Manager, Simulation Technologists, Administrative Assistant, AV Technologists
Summative Assessment Simulation	When a student is given feedback on their performance in a simulation, in part, determines an overall grade for a course and/or program.

### 4.0 GUIDING PRINCIPLES

- 4.1 Participants and facilitators will be informed that everything they experience in the simulation event must be kept confidential. Discussion of the performance of the participants beyond the debriefing is not permitted unless engaged in an extended sanctioned debrief or reflection activity. Participants are required to sign an agreement stating they will not discuss the performance of other participants, debriefing discussions, or simulation contents outside of CAMS. A signed copy of this agreement must be on file before the participants are allowed to participate in any CAMS activities. This agreement will be renewed each academic year and only retained for the academic year in which it was signed.
- 4.2 As part of the Participant Orientation, participants will be advised not to share the contents of the simulation with those that will be participating in the simulation at a later time, or students in earlier years of the same program.
- 4.3 To help maintain confidentiality of performance records from participants, student records are stored by individual programs and in accordance with each program's accreditation standards. These records are retained in accordance with NAIT's FOIP policies.
- 4.4 Video records are stored on a secure cloud-based server provided by EMS Simulation IQ, under password protection (see CAMS Video Recording Policy). These records are destroyed as per the CAMS Data Retention and Storage policy. The primary use of the video record is debriefing. The CAMS and respective academic program may use these videos for promotional, research, or further educational purposes, given that permission has been obtained from all simulation participants through "Consent and Release (Photography / Media-Broad Purpose)" forms.
- 4.5 CAMS staff have access to all video records. Facilitators receive access to videos for simulations recorded by their academic program. Participants receive access to videos as the facilitator deems appropriate. For example, this might occur if there was a follow-up assignment related to the simulation experience. The CAMS discourages direct student access to EMS Simulation IQ and encourages any use of the videos outside of the Centre be conducted by the facilitator.
- 4.6 According to NAIT's policies, upon admission to NAIT, personal information provided by students or placed in student records will be used and protected in compliance with Alberta's Freedom of Information and Protection of Privacy Act.
- 4.7 Times when confidentiality would be superseded will occur only in unforeseen extenuating circumstances and require Director approval.

## **5.0 OTHER RELATED DOCUMENTS**

- Facilitator and Participant Orientation
- "Consent and Release (Photography / Media-Board Purpose)" form

- CAMS Video Recording Policy
- CAMS Data Retention and Storage Policy

## 6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
June 15, 2017	Initial draft.
June 13, 2019	<ul style="list-style-type: none"><li>• Added “facilitators and staff” to first Scope statement</li><li>• Added references to Facilitators and Facilitator Orientation to 4.1</li></ul>
February 6, 2020	Changes approved by Operational Leadership Council.
October 20, 2020	Changes approved by Operational Leadership Council. <ul style="list-style-type: none"><li>• Related Policies and Procedures – removed outdated/retired NAIT policies/documents</li><li>• 4.1 – Removed references to old documents, clarified wording to support distance/virtual simulation</li><li>• 4.3 – Removed references to old policies no longer used at NAIT</li><li>• 4.5 – Clarified wording to better reflect B-Line internal structure and support distance/virtual simulation</li><li>• 4.6 – Removed references to old policies no longer used at NAIT</li><li>• 4.7 – Wording adjusted slightly to ensure confidentiality throughout all NAIT processes</li></ul>
November 29, 2023	Reviewed. Updated to reflect AV system changes and updated terminology.