

 CENTRE FOR ADVANCED MEDICAL SIMULATION	Centre for Advanced Medical Simulation Confidentiality Guideline
	QMC-S-001
Author: Manager, Centre for Advanced Medical Simulation	Implementation Date: September 1, 2017
Owner: Director, Centre for Advanced Medical Simulation	Revision Date: June 11, 2025

PURPOSE

This procedure outlines the responsibilities and actions necessary to maintain a safe and constructive learning environment within the Centre for Advanced Medical Simulation (CAMS). It ensures that participants can engage in simulated scenarios and debriefings without fear of harmful repercussions related to their performance, thereby fostering psychological safety and encouraging open reflection and learning.

This procedure applies to all members of the NAIT community involved in simulation-based activities in the CAMS. This includes but is not limited to students, staff, facilitators, standardized patients (SP), patient models (PM), visitors, and clients. All individuals involved are expected to adhere to the guidelines outlined in this procedure to support a safe, respectful, and effective learning environment.

SCOPE

To foster a safe, respectful, and authentic learning environment, CAMS upholds confidentiality as a core principle. Protecting the privacy of all participants and the integrity of the simulation experience ensures open engagement and psychological safety.

DEFINITIONS

TERM	DEFINITION
CAMS Staff	Includes the Director and Manager of CAMS, the Associate Chair Interprofessional Education, the Simulation Technologist Team, the Administrative Assistant, the Audio-Visual Technologists, the Research Associates, and the Biomedical Technologist Team.
Debriefing	A facilitated reflective discussion that follows a simulation activity, allowing participants to explore their actions, thought processes and emotional responses to enhance learning outcomes.
Facilitator	An individual responsible for guiding participants through the simulation and debriefing process, ensuring learning objectives are met while maintaining psychological safety.
Participant	An individual engaged in a simulation activity, which may include students, staff, standardized patients, research, clients, and external training partners.
Simulation Observer	An individual who attends a simulation-based learning activity/event to watch rather than actively participate. Observers may include students, staff, visitors, or invited guests who are granted permission to observe the simulation in order to support learning, teaching, or research objectives.

TERM	DEFINITION
Visitors	Those engaged in simulation activities including research participants, external training partners, SP, and patient models.

GUIDING PRINCIPLES

Confidentiality Requirements for Simulation Participants

All individuals participating in simulation activities in CAMS, including students, staff, visitors, standardized patients (SPs), and clients, are required to maintain strict confidentiality in all aspects of the simulation experience.

Prior to participating in any simulation activities, all participants must attend a virtual Simulation Orientation session.

Participants are asked to formally acknowledge their understanding and agreement to uphold confidentiality regarding any information, observations, or experiences gained during the simulation event by completing the CAMS Simulation Waiver. This form affirms that:

- Standardized Patients (SPs), patient models, and manikins are treated with the same respect, professionalism, and ethical standards as real patients.
- Virtual or screen-based simulations shall be conducted using approved platforms such as Affinity Learning, Microsoft Teams or any other institutional-approved platform.
- All participants and observers are expected to adhere to the same confidentiality expectations during virtual or screen-based simulations as during an in-person simulation.

Completed waivers are saved by name, staff or students ID, email, organization, and program in Centre for Advanced Medical Simulation SIM Centre Requests | ServiceNow Service Management Service Now - hosted by NAIT and maintained and accessed by the CAMS Administrative Assistant.

To maintain confidentiality, any performance records and grades related to the simulation are stored by each program following their specific accreditation and program standards. These records are kept in line with NAIT's FOIP policies.

Virtual or screen-based simulations are hosted either through Affinity Learning or MS Teams. They are directly integrated into the relevant program's curriculum through the LMS platform (Brightspace). These simulations follow the same confidentiality standards as other student performance records.

Confidentiality Requirements for Simulation Observers

All individuals observing simulation activities, whether student, staff, or external guest are required to adhere to the same confidentiality standards as active participants.

CAMS staff will provide observers with a verbal overview of the expectations regarding confidentiality, conduct, non-interference with the simulation event/activity, and importance of psychological safety.

All observers must provide verbal confirmation of their understanding and agreement to:

- Maintain the confidentiality of all simulation content, participant performance, and debrief discussion
- Refrain from recording, sharing or discussing any aspect of the simulation outside of the pre-approved context.

Record Storage and Confidentiality

Programs are responsible for ensuring that all student records and grades related to simulation activities are stored and maintained in accordance with institutional policy, regulatory standards, or accreditation requirements.

All video recordings from simulation or research sessions shall be stored on a secure, cloud-based server managed through Education Management Solutions Simulation IQ (EMS SimulationIQ). These records are password protected. Access is restricted to authorized CAMS staff and facilitators.

Video records shall be retained and subsequently destroyed in accordance with the CAMS Data Retention and Storage Procedure, ensuring compliance with institutional, legal, and accreditation standards. CAMS and respective academic programs 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.

External use of video content outside of CAMS must be approved by the program, school, and CAMS leadership to ensure alignment with institutional, program, and CAMS confidentiality standards.

Students require approval from their facilitator to access video recordings outside of simulation sessions.

If the simulation is conducted as part of approved research or health innovation activities, confidentiality of participant information, audio and video recordings, as well as any other collected data, shall be maintained, in accordance with the policies and procedures set forth by NAIT’s Research Ethics Board. It is the responsibility of the Principal Investigator to ensure that all required approvals have been obtained prior to the research activity and that the study and data management is conducted in accordance with the policies and procedures set forth by NAIT’s Research Ethics Board.

All other data collected, stored or maintained by CAMS is managed in accordance with the NAIT’s Data Governance Policy.

Exceptions

Exceptions to this procedure must be documented and formally approved by the CAMS Director or the Dean of the School of Health and Life Sciences (SHLS).

SUPPORTING DOCUMENTS

- Centre for Advanced Medical Simulation Data Retention and Storage Procedure
- Centre for Advanced Medical Simulation Orientation
- Centre for Advanced Medical Simulation Photography/Media Board Consent and Release
- Centre for Advanced Medical Simulation Video Recording Procedure

- Centre for Advanced Medical Simulation Waiver
- Freedom of Information and Protection of Privacy Act
- IT. 2.0 – Data Governance Policy
- RI. 1.0 – Academic Freedom in Research Policy
- RI. 5.01- Intellectual Property in Research Procedure

DOCUMENT HISTORY

DATE	ACTIVITY
June 15, 2017	Initial draft.
June 13, 2019	• Added “facilitators and staff” to first Scope statement Added references to Facilitators and Facilitator Orientation to 4.
February 6, 2020	Changes approved by Operational Leadership Council.
October 20, 2020	Changes approved by Operational Leadership Council. • Related Policies and Procedures – removed outdated/retired NAIT policies/documents • 4.1 – Removed references to old documents, clarified wording to support distance/virtual simulation • 4.3 – Removed references to old policies no longer used at NAIT • 4.5 – Clarified wording to better reflect B-Line internal structure and support distance/virtual simulation • 4.6 – Removed references to old policies no longer used at NAIT • 4.7 – Wording adjusted slightly to ensure confidentiality throughout all NAIT processes
November 29, 2023	Reviewed. Updated to reflect AV system changes and updated terminology.
July 22, 2024	Reviewed by staff, comments tracked, grammar and clarification suggested.
February 18, 2024	Management review: • Updated template • Added to definitions • Updated policy name and reference number • 4.1 provided further clarity and updates to language • Added link to orientation process • Updated related documents and reference numbers Added in relevant related documents and policy
March 25, 2025	Review/update of the document
March 28, 2025	Simulation Technologist Team review