

 CENTRE FOR ADVANCED MEDICAL SIMULATION	Centre for Advanced Medical Simulation Video Recording Guideline
	QMD-S-001
Author: Manager, Centre for Advanced Medical Simulation (CAMS)	Implementation Date: September 1, 2017
Owner: Director, Centre for Advanced Medical Simulation (CAMS)	Revision Date: August 20, 2025

PURPOSE

Video recordings filmed during simulation activities utilizing the Centre for Advanced Medical Simulation (CAMS) equipment are used to support education, training, research, and quality improvement while ensuring the privacy, confidentiality, and security of all individuals involved. All recordings must be created, stored, accessed, and shared in compliance with institutional policies, legal requirements, and ethical guidelines. Unauthorized use, distribution, or tampering with recordings is strictly prohibited.

SCOPE

This policy applies to all staff, learners, and authorized personnel involved in the creation, access, storage, and use of video recordings within CAMS or in-situ/on location while utilizing CAMS recording equipment. It covers recordings made for educational, training, research, and quality improvement purposes, ensuring compliance with privacy, security, and ethical standards. This policy does not apply to personal or unauthorized recordings made outside the scope of CAMS operations.

DEFINITIONS

TERM	DEFINITION
Facilitator	An individual responsible for guiding participants through the simulation and debriefing process, ensuring learning objectives are met while maintaining psychological safety.
Participants	An individual engaged in a simulation activity, which may include students, staff, standardized patients, research, clients, and external training partners.
CAMS Staff	Includes the CAMS Director, CAMS Manager, Associate Chair Simulation and Interprofessional Education, Simulation Technologist Team, Administrative Assistant, AV Technologists, Research Associates, and Biomedical Technologist Team.

RESPONSIBILITIES

This guideline provides a structured framework for the ethical, secure, and effective use of video recording within the Centre for Advanced Medical Simulation. It ensures that all recordings support educational, research, and quality improvement goals while respecting privacy and institutional standards. Each role contributes to the responsible management and use of video recordings:

- **CAMS Staff:** Serve as the first point of contact for video recording requests. They are responsible for setting up equipment, ensuring proper consent is obtained, and accurately documenting recording activities for transparency and compliance.
- **Manager:** Oversees the planning and execution of video recording processes, ensures adherence to privacy and data management protocols, and supports the integration of recordings into simulation and research workflows.
- **Director:** Provides strategic oversight of video recording policies, ensures alignment with institutional and ethical standards, and makes final decisions on complex or escalated recording-related issues.

GUIDELINES

PRINCIPLES
During orientation, participants, facilitators, and visitors are informed that there are audio/video (AV) capabilities throughout CAMS and while in the CAMS, they will be recorded.
During any simulation activities held outside of the Centre for an in-situ simulation that utilizes CAMS recording equipment, participants are advised of the recording prior to the simulation activity occurring.
There is a sign at each entrance of CAMS which states "Warning: Audio and Video Recording in Progress."
Explicit permission for recording is provided in the CAMS orientation where participants, facilitators, and visitors consent to video recording by reading and signing the Consent and Release. Prior to initiating signing the waiver users are informed to direct questions, comments, and concerns to CAMS via sim@nait.ca
To revoke consent, individuals are encouraged to contact CAMS staff directly. Once notified, CAMS will take all reasonable steps to discontinue use and, where applicable, securely delete any related data or media. Students are responsible for informing both their program and CAMS staff if they do not consent to participation, recording, or data collection. Consent can be withdrawn at any time, and CAMS will take all reasonable steps to accommodate the request and securely manage any associated data.
The AV system (EMS SimulationIQ) requires a login and password to access. The CAMS staff have access to all videos. The CAMS staff can issue generic log in credentials if facilitators don't currently have an active NAIT account. All data in EMS Simulation IQ is governed by the Centre for Advanced Medical Simulation Data Retention and Storage Guideline.
Participants may review a video if the facilitator has shared a secure link generated by the Simulation IQ software with the students for the simulation session.
Videos are stored on Microsoft's Azure secure cloud-based server via EMS Simulation IQ for 3 years.
After the retention period of 3 years, all videos stored on Microsoft's Azure secure cloud-based server via EMS Simulation IQ will be permanently deleted. The deletion process will ensure that all data is erased.
If the software storage fails, EMS Simulation IQ can recover data from Microsoft's Azure cloud-based service 30 days from the recorded date. In the event of a full server malfunction, EMS Simulation IQ has capabilities to mass restore the library contents.

PRINCIPLES

Electronic access to all data within CAMS is restricted and governed by NAIT and the School of Health and Life Sciences (SHLS). Appropriate access levels will be granted based on individual positions in the overall NAIT hierarchy.

Program facilitators and participants may be granted limited access to data for educational purposes. Access to recordings/data outside of their own program or session is only permitted if approved by the program that originally recorded/offered the delivery.

Access to EMS simulation IQ video recordings for non-educational purposes is considered on a case-by-case basis and approved by the CAMS Director.

CAMS staff only access data required for job tasks; staff are only to access data that is relevant to their assigned job duties.

All NAIT staff adhere to internal IT related data use and Acceptable Use of NAIT's IT Resources Policy.

SUPPORTING/RELATED DOCUMENTS

- QMV-S-001 Centre for Advanced Medical Simulation Data Retention and Storage Guideline
- QMD-S-001 Centre for Advanced Medical Simulation Video Recording Guideline
- QMC-S-001 Centre for Advanced Medical Simulation Confidentiality Guideline
- NAIT Consent and Release (Photography/Media-Broad Purpose form)
- IT 4.2 [Acceptable Use of NAIT's IT Resources](#) Procedure
- FO 11.2 Management of Records
- IT 2.2. Data Classification Procedure
- IT 2.3 Data Sharing Procedure

DOCUMENT HISTORY

DATE	ACTIVITY
June 15, 2017	Initial draft.
November 28, 2017	Approval date.
November 29, 2023	Reviewed by AV/ITS. Updated to reflect changes to AV system data storage and general terminology.
July 22, 2024	Updates to this policy based on changes to Data Retention Policy
March 21, 2025	Updates to language and to include confidentiality waiver
March 25, 2025	Updates to related documents
March 28, 2025	Simulation Technologist Group review
April 2, 2025	Updates to definitions