

## MASTHEAD INFORMATION

Policy Title:	Confidentiality including Image, Video and Livestream Capture
Applies to:	Users of the QEII Simulation Program
Version:	2.0
Sponsor:	Andy Howes – QEII Simulation Program Manager

## PURPOSE

1. This policy establishes the framework for confidentiality in Simulation including guidelines for image, video and livestream capture.

## POLICY STATEMENTS

1. The confidentiality of Simulation activities, outcomes and materials (all formats) must be upheld by Users and QEII Simulation Program staff in order to protect the safety and privacy of individuals.
2. Image, video and livestream capture by Users is prohibited without permission from the Program.
3. Image, video, and livestream capture of cadaveric material must be approved by the cadaveric material's vendor.
4. Users are responsible to provide information and obtain consent to capture images, videos or livestreams of individuals during simulation activities. It is recommended that Users obtain and securely store consent in written format.
5. The Program will consult with the User to determine the best alternative if an individual(s) does not provide consent.
6. Consent will not be required during simulations that livestream or are recorded for the purpose of immediate debriefing. These recordings will be deleted by the Program within thirty (30) days of creation.
7. Non-compliance with policies and procedures will be reported to the Program Manager and/or the appropriate authority. Corrective actions will be determined by the appropriate authority and may include but are not limited to:
  - Notifying the individuals contained in those confidential materials at the earliest opportunity;
  - Counselling and educational sessions on confidentiality;
  - Sanctions by professional licensing and regulatory bodies;
  - Employment-related disciplinary measures, such as reprimand, removal of duties, suspension or dismissal;
  - Academic-related disciplinary measures; such as suspension or expulsion;

- Restrictions on access to Program resources.

## **PRINCIPLES AND VALUES**

- All QEII Simulation Program practices must demonstrate safety, equity and transparency. They must be applied consistently and uniformly across all Program locations.

## **QEII SIMULATION PERSONNEL RESPONSIBILITIES**

All Program Staff are responsible for:

- a. Ensuring User compliance and notifying the Program Manager(s) of any non-compliance.

Program Manager(s) are responsible for:

- a. Reviewing non-compliance notifications and escalating to Program Director(s) if necessary.

Program Director(s) are responsible for:

- a. Acting as the final arbiter in confidentiality policy conflicts.
- b. Ensuring all policies demonstrate our principles and values.

## **RELATED DOCUMENTS**

QEII Simulation – [Human Cadaveric Material Use within the QEII Simulation Program Policy](#)

QEII Simulation – [Image Capture Consent Form](#)