




CENTRE FOR PREHOSPITAL CARE PROCEDURE

CATEGORY: Program Specific
REVIEW DATE: March 2024
REVISION DATE:
SUBJECT: Confidentiality during Simulation Events

ISSUE DATE: March 27, 2024

ARCHIVE DATE:

Document Owner:	Name: Monique Lapointe
Update Schedule: Annually	
Stakeholder Consultation and Review: Centre for Prehospital Care Program Council Privacy and Access to Information Privacy Analyst	Date: March 11, 2024
Approval: Corey Petrie, Chair Centre for Prehospital Care Council Committee Electronic signature: 	Date: November 20, 2024

PURPOSE:

To ensure that the integrity of the programming offered at the Centre for Prehospital Care during simulation training events is protected and that the participants practice in a safe learning environment where they are free to learn, practice skills, and make mistakes.

PROCEDURE

All individuals involved in any HSN CPC simulation event are required to enact the following:

- Keep information learned about simulation cases, workshop stations, and debriefing sessions completely confidential.
- Keep all details of any assessments confidential.
- Do not remove, duplicate or share any material without written prior consent.
- Not discuss details about any case or performance outside of the event.
- Not discuss an individual's performance outside of the simulation event.
- Not observe events that you have no involvement with, unless otherwise approved.
- Not grant unauthorized users access to the simulation event.
- Sign the confidentiality agreement before the start of the event (non-HSN employees only)
 - The lead will ensure all non-HSN employees have signed the confidentiality and consent to video form prior to start of a simulation event. The signed documents will be stored electronically under our Regional Base Hospital directory.

EDUCATION AND TRAINING

Education/Training Related Information

This policy will be posted and available for all staff, participants and/or visitors attending a simulation event hosted by HSN CPC.

Related Documents

Confidentiality and Consent to Video Form
Confidentiality Agreement, Appendix E, Regional Base Hospital Performance Agreement
Audio, Video and Photographic Recording, HSN Corporate Policy

