

## CENTRE FOR PREHOSPITAL CARE PROCEDURE

**CATEGORY:** Program Specific

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**SUBJECT:** LearningSpace Video Recordings and Review of Recordings

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

### PURPOSE:

To ensure that the integrity of the programming offered at the HSN Centre for Prehospital Care during simulation training events is protected during the recording and reviewing of videos and is aligned with the learner's signed consent.

### PROCEDURE

The HSN CPC will use the video recording and electronic documentation system LearningSpace, provided by CAE Healthcare. This system is capable of providing audio and video recording, live streaming and retention, and replay of sessions.

HSN CPC will post signage in all main areas for awareness that a simulation event is or will be in progress and recorded.

HSN CPC will only review videos for debriefing, remote rating, educational and/or research purposes. The HSN CPC protects the confidentiality of its employees, faculty, learners, standardized patients, and other users. Any use of the video outside of the purposes outlined herein are strictly prohibited.

All participants, excluding HSN employees, are required to sign a Confidentiality Agreement and Consent to Video form (Appendix A) prior to the simulation session.

Any publication of confidential video recordings outside of the HSN CPC, such as posting on YouTube, is unacceptable and unethical and will be reported to management.

Recording to assist with research purposes is allowed if part of an approved research protocol as per the local HSN Research Ethics Board, or affiliated academic institutions such as NOSM University, Laurentian University, Cambrian College or College Boreal. HSN CPC reserves the right to review the research protocol prior to grant proposal and/or research ethics submission for feasibility, including video recording capacity.

## **Retention of Recordings:**

Video recordings are to be kept strictly on the CAE Learning Space Management System within secure HSN servers.

Unless specified otherwise, the retention duration for video recordings shall be for 90 days after the simulation event. Retention of recordings beyond this will be in accordance with the reason for recording, as approved the HSN CPC management.

## **Accessing Recordings:**

Any viewings of video recorded simulations is to occur via the CAE LearningSpace software. This access of video recordings is to occur strictly via the use of the secure HSN IT network. HSN CPC employees must ensure physical safeguards are in place when viewing videos live or via recordings in accordance with the HSN Enterprise Mobile Management Policy, HSN Privacy and Information Security and confidentiality polices.

## **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 CPC.

Training on Privacy and Information Security is provided in a mandatory self-learning package found on MyHSN.

### **Related Documents**

Confidentiality and Consent to Video Form

HSN CPC Confidentiality Policy

Confidentiality Agreement, Appendix E, Regional Base Hospital Performance Agreement

Audio, Video and Photographic Recording, HSN Corporate Policy

Enterprise Mobility Management Policy, HSN Corporate Policy

HSN Privacy and Information Security Self Learning package

HSN Privacy and Information Security Self Training Policy

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