RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

Policy and Procedure: Simulation Audio-Video (AV) Capture Recording

The Simulation Experts, Simulation Facilitators, and course-level faculty will determine if AV recording of a simulation experience is appropriate based on the learning outcomes and objectives of the simulation educational activity. AV recording may be for the purposes of, including but not limited to, providing participants an opportunity to review their individual performance at a later time, examine team dynamics, remediation, or to improve the reflective process in debriefing. Any AV recording will be conducted by the PCMCVH AV software and/or designated RCC/RCCD personnel. No photography or video recording by participants will be permitted during a simulation educational activity.

The NSLS will oversee the AV capture process and assist Simulation Experts and Simulation Facilitators with the recording software, positioning of cameras, playback, and saving and deleting recordings.

If video recording is going to be done, based on the outcomes and objectives of the simulation educational activity, participants will be notified in advance and the following rules will apply:

- Participants will sign consent giving permission for the simulation educational activity to be AV recorded.
- Only participants who participated in a simulation educational activity will be provided password-protected access to view the AV video of their simulation educational activity.
- Participants do not have authorization to share or post any recorded simulation educational activity on social media platforms or with anyone.
- AV recordings will be stored on a protected server and accessible to the participant until the end of the corresponding semester.
- At the end of the semester all AV video recordings will be deleted from the server by the NSLS.

In the event video recording is to be conducted for research purposes, approval from the Educational Resource and Technology Committee (ERTC) and Institutional Review Board (IRB) will be obtained.

Created: 10/19