

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 150

SUBJECT: Photography, Video and Audio Recording

Responsibility of: RSHS Program Directors
Revised: February 2020 Reviewed:

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RSHS); Faculty and Program Directors at RSHS.

PURPOSE: To provide guidance to all students related to recordings in the classroom or clinical setting. To assist students who desire to not participate in school-related video and audio recordings.

POLICY:

Recording of any type (photograph, video, audio, etc.) is strictly prohibited in patient care/clinical/field areas. Recordings of this nature are a severe breach of privacy and confidentiality and can result in disciplinary action up to and including immediate dismissal from the program.

RSHS recognizes the educational value of recording classroom lectures or activities for some students, especially auditory learners. However, it is also the intent of RSHS to avoid the photographing or audio recording of students or faculty who have requested to not be included in recordings (see procedures below).

Students and faculty need to be aware that some areas of the RH employ the use of automatic and/or continuous video recordings. Examples may include, but are not limited to security cameras, cafeteria cameras, or Operating Room recordings. Participation in activities within these types of areas signifies the individual's permission to be recorded in these situations. Concerns related to this form of security or patient safety recording should be directed in writing to the RSHS Director.

DEFINITIONS:

Recording – any method by which picture, video or audio images are saved

PROCEDURE STUDENT RECORDINGS:

The following guidelines are provided to assist with learning while protecting the privacy of student, faculty, and patient information shared as part of the learning environment.

Students who desire to record a school-related activity (including classroom lecture) are required to abide by the following guidelines.

- Students are permitted to record school-related activities for personal learning/study purposes only.
- Students are required to request the written permission of all involved faculty/staff prior to recording any school related activity including classroom lectures and activities.
- A student is required to refrain from recording any classroom activities until the student has been informed by RSHS faculty that all individuals in the classroom activity/lecture have been informed that the activity/lecture is being recorded.
- Recording of any sort is never permitted in clinical areas regardless of whether patients are or are not involved in the recording. Due to strict privacy laws, audio/video recording and photography of patients, patient-care activities, patient information or any patient –associated data is not permitted at any time or in any form. (see Reading Hospital or clinical setting organizational policies).
- Permission to record an activity for educational purposes DOES NOT also imply permission to publish the recording in any manner. A student’s sharing or publication of any type of picture, audio or video recording, or any form of a transcript of a recording requires written consent from all individuals whose image, voice, or statements are included in the recording.
- Posting/distribution/dissemination of school-related pictures or recordings is prohibited unless written consent is obtained from all involved faculty and the Program Director. This includes posts such as, but not limited to social media sites.
- Recording, posting or release of any school or patient–related information may be subject to disciplinary action

PROCEDURE SCHOOL RECORDINGS:

At various times throughout the year the School of Health Sciences participates in the development of various marketing, promotional, educational, and event materials which may include photography, video, or audio recording of the school, students, and employees. These recordings may be published in various formats including social media. Recordings may also be performed as part of educational activities such as recording of a simulation or laboratory experience.

Individual Responsibilities:

- Individuals who desire to not be photographed and/or recorded, are required to make their wishes known by contacting the Program Director in writing at the beginning of each semester to request that they not be included in any photographs or recordings. Program Directors will acknowledge receipt of a request via an e-mail to the requesting individual. Failure to receive a reply message from the Director should prompt the requesting individual to send another written notification and seek written verification from the Director that the request was received.
- Individuals who wish to not be recorded are required to discuss their request to not be included with the faculty, staff, and or individuals directly involved in the

- recording at the time that any video or auditory recording is noted to be occurring within the individual's environment.
- Students who do not want to be recorded may be required to do alternate assignments if the recording fulfills a graded or non-graded classroom or clinical component of the course. (Example: recording of student performing skill in simulation lab used for educational purposes).

Program Director Responsibilities:

When a student submits a written request to the Program Director requesting that no recordings be permitted in his/her school environment, the Program Director will communicate that request to all course faculty of courses in which the student is enrolled for that semester, simulation laboratory personnel, the Coordinator of Student Services, Director of Enrollment, school's Systems Analyst (IT) and Director, RHSHS.

EDUCATION AND TRAINING: It is the responsibility of all students at the RHSHS to read and be familiar with the policies and procedures published in the handbook (School of Health Sciences Policy Page).

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: RHSHS Directors Meeting, February 2020

CANCELLATION: Reading Hospital or Tower Health policies directly related to this topic shall supersede this RHSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.