



Policy Name: Simulation Centre Confidentiality Policy	
Owner: Director, Simulation Centre	Effective Date: 09/01/2017
Lead: Director, Simulation Centre	Review Date: 09/01/2019
Approved By: Simulation Centre Steering Committee	Approval Date: 11/28/2017
Related Policies and Procedures:	Simulation Centre Video Recording Policy, Simulation Centre Data Retention and Storage Policy, Academic Regulations and Procedures Section 6.2, Freedom of Information and Protection of Privacy Section 35(b).

1.0 POLICY STATEMENT

The purpose of this policy is to facilitate learning by maintaining an environment where participants are safe from harmful repercussions due to their performance in a simulated scenario and debriefing. Further, this policy helps to ensure that information obtained in a simulation is shared appropriately and only with those on a need to know basis.

2.0 SCOPE

This policy will include guidance on the following:

- How participants are informed of the policy
- Retaining records of participant agreement with this policy
- Maintaining confidentiality of participant performance, debriefing discussions, and simulation content
- Maintaining confidentiality of participant records
- Exceptions to this policy

3.0 DEFINITIONS

TERM	DEFINITION
Facilitator	An individual involved in the delivery of simulation activities under the guidance of the Lead Facilitator.
Participant	Includes students and clients.
Simulation Centre Staff	Includes the Simulation Centre Director, Simulation Coordinator, Simulation Technologists, Administrative Assistant, AV Technologists, and Biomedical Technologists.
Summative Assessment Simulation	When a student is given feedback on their performance in a simulation, in part, determines an overall grade for a course and/or program.

4.0 GUIDING PRINCIPLES

- 4.1 During the Participant Orientation, participants will be informed that everything they experience in the simulation event must be kept confidential. Discussion of the performance of others beyond the debriefing is not permitted unless the class or group is engaged in an extended sanctioned debrief or reflection activity. (See the Participant Orientation Checklist.) Participants are required to sign an agreement stating they will not discuss the performance of other participants, debriefing discussions, or simulation contents outside of the Simulation Centre (see Simulation Centre Confidentiality Agreement for Simulated Experiences.) A signed copy of this agreement must be on file before the participants are allowed to participate in any Simulation Centre activities. This agreement will be renewed each academic year and only retained for the academic year in which it was signed.
- 4.2 As part of the Participant Orientation, participants will be advised not to share the contents of the simulation with those that will be participating in the simulation at a later time or students in earlier years of the same program (see Participant Orientation Checklist). This is to prevent subsequent participants having an unfair advantage.
- 4.3 To help maintain confidentiality of performance records from participants, student records are stored by individual programs and in accordance with each program's accreditation standards. These records are destroyed one year post graduation as per NAIT's records retention policies.
- 4.4 Video records are stored on a secure Simbridge server, under password protection (see Simulation Centre Video Recording Policy). These records are destroyed as per the Simulation Centre Data Retention and Storage policy. The primary use of the video records is debriefing. The Simulation Centre may use these videos for promotional, research, or further educational purposes, given that permission has been obtained from all simulation participants through "Consent and Release (Photography / Media-Broad Purpose)" forms.
- 4.5 Simulation Centre staff have access to all video records. Facilitators receive access to only the videos for the simulations they are facilitating. Participants receive access only if they participated in the video and the facilitator deems it appropriate to provide them with access. For example, this might occur if there was a follow-up assignment related to the simulation experience.
- 4.6 According to NAIT's Academic Regulations and Procedures "Protection of Privacy" Section, upon admission to NAIT, personal information provided by students or placed in student records will be used and protected in compliance with Alberta's Freedom of Information and Protection of Privacy Act.
- 4.7 Times when confidentiality would be superseded will occur only in unforeseen extenuating circumstances and will be communicated with the participant.

5.0 OTHER RELATED DOCUMENTS

- Participant Orientation Checklist
- Facilitator Orientation Checklist
- SR 1.0 Student Rights and Responsibilities Policy Section 3.0
- “Consent and Release (Photography / Media-Board Purpose)” form
- Simulation Centre Video Recording Policy
- Simulation Centre Data Retention and Storage Policy

6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
June 15, 2017	Initial draft.