



## Confidentiality Policy & Procedure

Original Date: April 2014

Reviewed: Annually

Last reviewed: March 2024

- I. Purpose: Simulation-based training involves immersion of the participant in a realistic clinical situation. This training can involve the administration of simulated medications, therapies, treatments and communication techniques. During the participation in such session, learners observe the performance of peers in managing events. In order to create a safe learning and constructive debriefing environment for the participant, strict confidentiality of what transpires on both clinical and interpersonal level throughout the exercise must be maintained.

- II. Policy:

Educators should discuss confidentiality and note that the session is a safe learning environment during orientation to the center. Individual feedback provided to each learner during the debriefing process must be confidential.

In keeping with this policy, learners undergoing training at the CSC are required to complete and sign the “Clinical Simulation Center Confidentiality Agreement”. A signed copy of the consent is placed in individual student files at their home School. Learners are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPPA) and any other federal or state laws requiring confidentiality. Learners agree to report any violations to the simulation educators and/or clinical educators.

The SIMIQ system allows the CSC faculty to log in and view sessions for debriefing and quality improvement. See Clinical Simulation Center Data Storage and Media Protection Policy for further information on how videos and records are stored. The video recorded session files are purged from system within 2 years of learner graduation. Beyond that time period, only those sessions recorded as part of an IRB approved research study (or a study determined by the IRB to be “exempt”) will be retained. The sessions that are part of a research study will be retained for the duration of that study and deleted at the conclusion of the research as deemed appropriate.