



Rankin SON

Policy on Confidentiality in Simulation Learning Centre

Classification:	Student
Responsible Authority:	Coordinator Simulation Learning Centre
Executive Sponsor:	Associate Director, Rankin School of Nursing
Approval Authority:	Director, Rankin School of Nursing & Rankin School of Nursing
Date First Approved:	2017-06-26 (date first approved)
Date Last Reviewed:	2024-03-13 (date last reviewed and approved by the SON)
Mandatory Review Date:	2029-03-13 (5 years for existing policies & 1 year for new policies)

PURPOSE

Clinical practica are an essential component of Baccalaureate Education for Nursing. The Rankin SON Simulation Learning Centre provides students the opportunity to learn and develop critical thinking skills in a safe, controlled simulated environment. Time spent in SLC practica is considered to be a clinical experience.

The purpose of this policy is to address confidentiality related to SLC experiences.

SCOPE

This policy applies to all nursing students and debriefing facilitators.

DEFINITIONS

This includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term	Definition
SLC	Simulation Learning Centre
SON	Rankin School of Nursing
Confidentiality	Nurses recognize the importance of privacy and confidentiality and safeguard personal, family, and community information obtained in the context of a professional relationship (CNA, 2017).
Debriefing Facilitators	Clinical Instructor [Faculty, Nurse Educators (Full time, Part time, Contract positions)]

POLICY

All SLC Practica are considered clinical experiences. Confidentiality is essential to successful student learning and to maintain the integrity of the learning experience. All students are expected to maintain confidentiality related to patient scenarios and learning in the SLC.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Confidentiality	
1.1 During orientation to the SLC, the Policy on Confidentiality in the SLC will be reviewed.	Student Debriefing Facilitator Coordinator SLC
1.2 Students must sign a confidentiality agreement prior to SLC learning.	Student
1.3 Students will not discuss the events of the simulation experience or the debriefing (i.e. verbal comments, confidential information) with anyone other than the students and debriefing facilitators who participated in the experience, unless in another learning experience with the same group of learners and debriefing facilitator.	Student
1.4 Students will not discuss the events of the simulation outside of the simulation setting.	Student
1.5 Students will not use any electronic equipment to record the simulation session or debriefing.	Student
2. AV Recording	
2.1 Simulated clinical experiences may be audio and video recorded by the SLC staff for debriefing and education purposes. Any additional use of AV will be disclosed to the student and requires consent.	Student
2.2 By signing the confidentiality agreement, students authorize the Rankin School of Nursing to video and audiotape participation in clinical simulation for educational and institutional purposes only within the SON.	Student Debriefing Facilitator Coordinator SLC
2.3 AV recordings will be destroyed by SLC staff within one year of recording.	Coordinator SLC
2.4 Students understand that if they are in the simulation lab for	Student

the purpose of validating clinical competency, the recording will be reviewed by the student, the nurse educator/faculty, and simulation staff only. The video recording to validate clinical competence will be deleted after one year.

Debriefing Facilitator
Coordinator SLC

SUPPORTING DOCUMENTATION

Appendix 1 Confidentially Agreement

RELATED POLICIES

Rankin SON Policy on Student Conduct/Behavior in the Simulation Learning Centre

RELATED MATERIALS

CNA Code of Ethics (2017)

NSCN Standards of Practice (2017)

NSCN Entry Level Competencies (2020)

Canadian Nurses Protective Society (2020)

Rankin SON: Confidentiality Agreement

St. Francis Xavier University
Rankin School of Nursing
Simulation Confidentiality Agreement & Fiction Contract

As a nursing student at St Francis Xavier University, I will be participating in simulation learning. Often, to support the debriefing of the experience, simulation sessions may be videotaped. Confidentiality is essential to successful student learning and to maintain the integrity of the learning experience. To ensure confidentiality of student learning in the simulation experience, I agree to sign the following confidentiality agreement.

- I will keep all learning experiences in the simulation lab confidential and will respect the learning of my peers.
- I will not discuss the events of the simulation or the debriefing with anyone other than the students and nurse educators who participated with me in this experience.
- I will not discuss the events of the simulation outside of the simulation setting.
- I understand that the unauthorized release of video recordings or verbal comments, inappropriate exchange, or mishandling of confidential information is prohibited.
- If I violate this agreement, serious consequences may occur, including but not limited to, being excluded from any further simulation experiences.

As a learner in the Simulation Centre, I am willing to suspend my disbelief of realism in exchange for the promise of learning new knowledge and skills. I agree to maintain a genuine desire to learn even when the suspension of my disbelief becomes difficult. In other words, everything has been done to make the simulation as real as possible and I will fully immerse myself in the simulated clinical setting.

Consent for Video/Audio Recording

- I understand that simulated clinical experiences may be audio and video recorded for debriefing and education purposes. Any additional use will be disclosed to the student and requires consent.
- I authorize the Rankin School of Nursing at StFX University to video and audiotape my participation in clinical simulation for educational and institutional purposes only within the School of Nursing. This recording will be destroyed within one year of filming.
- I understand that if I am in the simulation lab for the purpose of validating clinical competency, the recording will be reviewed by me, the nurse educator/faculty, and simulation staff only. The video recording to validate clinical competence will be deleted after one year.
- I have read and understand the above Confidentiality Agreement, Fiction Contract, and Consent for Video/Audio Recording.

(signature)

(Date)

(Print name)