

Guidance in the Recording of Teaching and Learning Activities and Patient Interactions

With limited exceptions, students are not permitted to record any of the Teaching and Learning (T&L) activities delivered on the MB ChB programme, either on the University Campus or at any of the Sector Hospitals or within Health Education Zones. There are also a number of issues students should be aware of to safely use clinical patient recordings and details about this are provided in more detail below.

Restrictions in the recording of Teaching and Learning Activities

The restriction on recording T&L activities includes audio, video and photographic recording, on any type of recording device such as cameras or camcorders, mobile phones or smart phones, iPads, tablet PC's or laptops. The restriction applies to all T&L activities; the reasons for this can be highlighted using the following examples:

- Problem Based Learning (PBL) sessions are a discursive activity (rather than didactic teaching). The recording of PBL sessions may invade the privacy of other students in the group or may inhibit creative discussions, proving counterproductive educationally for students in the group. Furthermore, the learning acquired from observing recordings of PBL sessions would be limited. The benefits of PBL sessions are gained through active participation, rather than individual observation.
- Laboratory and practical sessions, such as dissection, should not be recorded as they may contain sensitive, patient specific or clinical materials which are confidential. Also, students are expected to follow clear guidance and instruction in such sessions, requiring their full attention. Recording practical sessions would distract attention, cause a potential hazard and, again, learning through observation is not appropriate for practical sessions.
- Didactic teaching activities, such as lectures, should not be recorded as they may contain sensitive information or images. There are also issues around breach of copyright if teaching is recorded and shared without permission. Study materials used in didactic T&L are provided to students via Blackboard (with any sensitive information or images removed), removing the need to record such information individually.
- Recording of other teaching sessions, including communication skills, clinical skills and seminars raise similar concerns.

In addition, during Phase 1 Early Clinical Experience visits and during Phases 2 and 3 students will also be bound by the regulations of their Sector Teaching Hospital and the specific NHS environment / location they are attending. Such regulations must be observed and upheld at all times.

Please note: where the recording of a teaching activity forms a formal part of the session, for example the recording of a communication skills sessions, then you should follow the guidance provided by the tutors leading the particular session.

Obtaining Permission for Recording Teaching and Learning Activities

There may be individual circumstances in which it is considered appropriate to record a T&L activity– most usually following a recommendation based on a formal learning support assessment. If students have a specific need for recording T&L activities, they can request permission to carry out the recording. Permission will only be granted if:

- The tutor delivering the training gives their consent for the recording to take place;
- Any other people captured in the recording have given their consent for their images to be included in the recording (and the specific use of the recording has been made clear to them in advance);
- The recording is compliant with regulations set out below regarding patient recordings;
- No sensitive materials are included in the recording, including information or images protected by copyright;
- The student(s) demonstrate understanding of the regulations for storing and using recording, only use them for the intended purpose, and destroy them after this use has been completed;
- The recording will be terminated if any of the above permissions are revoked.

Before submitting an application to record a T&L activity, please note that permission will only be granted in the following circumstances:

- a) Normally, permission to record will only be granted to students who have been advised of this need, as the outcome of a formal learning support assessment;
- b) Normally, permission to record will only be granted for didactic teaching and where copyright restrictions are followed;
- c) Normally, no recording will be allowed of T&L activities in which any patient can be identified, unless specific permission from the patient is granted;
- d) Recording of PBL sessions will not be permitted under any circumstances;
- e) The signed Permission form must be present during any recording and available for checking as required.

Regulations regarding Patient Recordings

If you make, store, access, use or share patient recording or patient data for Teaching and Learning purposes, you should at all times:

- Acknowledge that patients' interests and rights are paramount
 - Respect patients' privacy and dignity;
 - Ensure there is appropriate current patient consent for any new recordings;
 - Only access, store, use or share recordings with appropriate patient consent or anonymise recordings before use.
- Respect the rights to privacy and dignity of other people who are included in the recordings, such as family members and health care workers
- Respect the rights of those who own the recordings and any intellectual property rights associated with those recordings, and check and comply with the licenses for use

- Take professional responsibility for your making, use and sharing of recordings and alert colleagues to their own legal and ethical responsibilities where appropriate
 - Wherever possible, make use of existing recordings for which there is appropriate consent

It is your responsibility to use patient recordings responsibly and legally. To learn more about how to safely use clinical patient recording, please visit

<http://www.jiscdigitalmedia.ac.uk/clinical-recordings/>.

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