**Procedures Related to Video Capture**

**College of Health & Human Sciences**

**General Policies**

* The College of Health and Human Sciences will keep a list of authorized users of the classroom video capture system. Only faculty who have read this document and signed below will be allowed to use the system. Faculty will be given specially-programmed USB “thumb drives” or “keys” that will start and stop recording in rooms that use the 323 Link system. (Some other rooms use the master control system when recording.)
* Personal preferences of each authorized user will be recorded on the USB key(s). A record of these personal preferences will be kept by the College of Health and Human Sciences in a spreadsheet. Preferences will include such items as:
	1. WCU-only Email address where video link will be sent
	2. Camera settings
* If faculty member loses their USB key(s), the dean’s office should be notified immediately so the key can be deactivated and a new USB key can be assigned.

**Classroom Lecture/Video Capture System Processes**

* User will start video capture session by inserting their USB keys in the designated port located in each 323Link-equipped rooms and stop session by removing the USB key. Other rooms will be controlled by the Informational Technology staff in master control room.
* Video capture sessions may be pre-scheduled in appropriate rooms if an advance request is made. In some rooms, special, high quality video recording sessions may be requested, in advance. (Examples: multiple, non-standard, camera shots are needed; pan-tilt-zoom cameras require control; use of multiple cameras; microphones need to be activated, deactivated or adjusted during the course of video capture.)
* Video capture files will be stored at a server farm owned by the 323Link company in Portland, Oregon. Internet connectivity is required to access the video files. If, for any reason, Internet connectivity is unavailable, video files will be inaccessible until Internet connectivity is restored.

**Consent Forms: Classroom Setting**

* Signed informed consent must be obtained from all students and guests prior to the class lecture or activity if a video capture is being utilized in the classroom. (Appendix A) Classroom recordings are not considered FERPA records and may be posted online at the discretion of the instructor.
* Signed informed consent must be obtained from all guest speakers prior to being recorded and the speaker should be informed as to how the video will be used. (Appendix B)
* If video capture will be used on a regular basis in a particular program, student consent may be obtained once when students are accepted into that program and will remain valid as long as the student is enrolled in the program. (Appendix C)
* If the video is used to determine the student’s grade, the video is considered a FERPA record and should be treated as such (especially with regard to retention consistent with the UNC Record Retention and Disposition Schedule).

**Consent Forms: Clinical Setting**

* Video recordings of patients in a clinical setting are considered to be individually identifiable health information and protected under HIPAA. Accordingly, this information must be created, transmitted, and maintained in accordance with the HIPAA Privacy and Security Regulations regardless of whether the information is used for educational purposes or is made a part of the patient’s medical record.
* Signed informed consent must be obtained from the patient or his/her legal guardian or caretaker prior to recording the session. (Appendix D)
* Users are NOT allowed to view or share the clinical videos outside of the HHS Building for teaching, assessment or grading purposes. They may be used for research or the development of continuing education with written consent of the patients/clients.

**Access Control for Clinical Video Capture and Viewing System**

1. Authorized users may create clinical videos, provided:
	1. There is a valid need to do so and the user agrees to abide by CHHS policies related to videocapture.
	2. The patient or guardian agrees in writing to have their image and audio captured.
	3. Patients being videoed or the guardian can request that the video and audio recording be stopped at any time.
2. Authorized faculty users may view near-real-time clinical video on a computer located in their offices, provided:
	1. There is a valid need to do so and Dean of the College of HHS has approved
	2. The faculty user agrees to abide by CHHS policies related to videocapture.
	3. The faculty user ensures privacy for viewing (eg., office door shut, no visitors in office).
	4. One of the faculty member’s assigned students is engaged in an authorized session with a patient that has been pre-approved by the professor.

**I have read and agree to abide by the policies and procedures outlined above. I understand that violation of these policies and procedures will result in severe consequences, which may include loss of permission to perform videotaping, formal disciplinary action, and termination of employment. In addition, any HIPAA violations are subject to federal fines and prosecution.**

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