



Code of Practice

SMOTS™ (Scotia Medical Observation and Training System)

Contents

Introduction	2
Scope	2
Code of Practice Provisions and Principles	2
Use of the SMOTS™ cameras	2
Data Handling	2
Use of exported recordings	3

Introduction

SMOTS™ ceiling cameras and mobile cameras operate as a 24 hour recording facility. The primary function for using these cameras is educational in purpose – for learning and teaching activities.

360° ceiling mounted cameras are located in the simulation laboratories in both the Uxbridge and High Wycombe campuses, along with a number of mobile cameras that can be used wirelessly or through the network.

Bucks New University (Bucks) owns the SMOTS™ camera facilities at both the Uxbridge and High Wycombe campuses. Therefore, all recorded material is owned by Bucks, as well as the copyright of recorded material.

The SMOTS cameras record images and videos which must be processed in accordance with the EU General Data Protection Regulations and the Data Protection Act 2018. Everyone who has access to this data agrees to be bound by the Universities Data Protection Policy and to maintain the confidentiality of data at all times. A copy of the Universities Data Protection policy is available on blackboard and the Bucks web site.

Scope

This code of practice is mandatory for all students and staff at Bucks New University.

Code of Practice Provisions and Principles

Use of the SMOTS™ cameras

SMOTS cameras are used for the purpose of:

- Live streaming of skills being demonstrated in the simulation labs to a wider audience to capture this in real time.
- Debrief/reflection on individual or group performances by students.
- Use of pre-recorded material to develop video resources for VLE.
- Monitoring of practice assessment through examination including the delivery of video examples to external examiners.

The Simulation, Psychology and Performance team (SPP team) will ensure that there are appropriate security measures in place to prevent unauthorised access to recorded material, as well as to prevent the disclosure or destruction of any recorded material.

Data Handling

Images captured by SMOTS™ are stored on networked video recorders located in secure areas.

Access to recorded footage is strictly limited to authorised staff members from the SPP team. All team members must undertake training in Data Protection and how to use SMOTS™ before accessing the system.

SMOTS™ records data on a networked video recorder and files are overwritten as the storage space reaches its limit – usually resulting in the overwriting of recording approximately every 25 days.

If academic staff need to view and/or extract footage for educational purposes they need to send a request form to the SPP team through SASTeam@bucks.ac.uk, Psychologylab@bucks.ac.uk, HumanPerformance@bucks.ac.uk or ODPSim@bucks.ac.uk depending on which school the academic staff requesting the footage sits within. The footage must be requested a minimum of one week in advance to allow time for the team to process the request.

Requests must outline why the recordings are required. The recordings must then only be used for this purpose.

Requesters must confirm that all students involved in the recordings have signed a model release form and that these forms are in the student files, stored with the administration team.

Recordings must not be passed on to a third party unless it is part of the assessment process (for example, external examiners). Those who are in receipt of the recorded data are responsible for keeping it secure.

Use of exported recordings

Academic staff are able to request a copy of their practical session recordings from the SPP team who will extract the footage into a file. The requester will supply a USB stick to the team who will upload the extracted file/s and encrypt the USB stick with a password, informing the requester directly via e-mail the password for access. This file will be shared in a secure manner.

The recordings can be reviewed as part of a session with the class if an academic staff member is present to oversee this.

Where the intended use of the material extends beyond those stated in the Simulation Spaces Agreement & Model Release Forms (see appendix 1), students will need to sign a Model Release Form for Individual Consent (see appendix 2) with the purpose of the use of photographs and/or video clearly explained.

Appendix 1 – Simulation Spaces Agreement & Model Release Form



**Agreement related to Simulation Spaces
& Model Release Form**

As a user of the University Simulation Spaces, I understand the importance of confidentiality with respect to information concerning simulated patients, visitors, staff and students.

Continuous filming takes place in all the University simulation spaces for the purpose of debrief and teaching and learning. I hereby acknowledge that photographs and/or video of myself, taken by members of Buckinghamshire New University or by agents authorised on behalf of the University, will be used for the following purpose(s):

- The provision of education and support services

This agreement is valid for the duration of the time a student is enrolled at the University

Name: _____

Student Id Number: _____

Student cohort (if applicable) _____

Signature: _____

Date: _____

FURTHER PERMISSION

By ticking the box below I further consent to the use of the images/video in official University publications and in University publicity material, including, but not limited to, the University's prospectuses, Annual Report/Review, newsletter, course leaflets, advertisements, web site and on-line photographic image bank and in NHS Trusts.

I agree to the use of images / videos in formal university publications as described above:

I understand that I can withdraw consent at any time by emailing sasteam@bucks.ac.uk

Appendix 2: Model Release Form – for individual consent.



MODEL RELEASE FORM 2018

USE OF PHOTOGRAPHS AND/OR VIDEO – FORM FOR INDIVIDUAL CONSENT

I hereby consent to the use of photographs and/or video of myself, taken by members of Bucks New University or by agents authorised on behalf of Bucks New University, for use for the following purpose(s):

PURPOSE(S)

FURTHER PERMISSION

I further consent to the use of the images/video in official University publications and in University publicity material, including, but not limited to, the University's prospectuses, Annual Report/Review, newsletter, course leaflets, advertisements, web site and on-line photographic image bank.

Please tick box if you **do consent** to further permission

INDIVIDUAL'S NAME

SIGNATURE

EMAIL ADDRESS

DATE
