

**York University – School of Nursing
Undergraduate and Graduate Programs**

Title: Audio-Visual Recordings in the NSC: Retention and Access	
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Effective Date: January 2022; November 2019	Evaluation Period: Every 2 years
<p>Introduction and Rationale: This policy describes the mechanisms in place to identify retention time frames and ensure security, confidentiality and intended use of audio-visual (A-V) recordings created of student activities.* *Exceptions to this policy are A-V recordings made for research purposes. Principle investigators should follow REB expectations for A-V retention and access.</p>	
<p>Definitions/Criteria: Retention time frame: Identifies length of time AV recordings are stored. Student Activities: AV recordings made of students engaged in learning activities by Course Director (CD) or Clinical Course Director (CCD) whether formative or summative. Does not include students AV recording as part of self-assessment.</p>	
<p>Actions:</p> <p>Undergraduate Nursing Programs</p> <ol style="list-style-type: none"> 1. Activities may be A-V recorded for the purposes of review, debriefing, referral, review or summative assessments. 2. Each student is AV recorded separately with unique identifiers 3. Access to the AV recording requires a formal request between the student and the CCD/CD. 4. All AV recordings will be retained until the student graduates from the specific program. 5. The AV recordings will be destroyed once the student graduates from the program by the CD/CCD. 	
<p>Actions:</p> <ol style="list-style-type: none"> 1. Primary Health Care Nurse Practitioner Program (Graduate Studies) 2. Students are AV recorded when completing their OSCEs exams for NURS 5830 and NURS 5840. The purpose of the taping is to facilitate a grade review if requested by a student and the request is deemed eligible by the PHCNP Program Coordinator. 3. Each student is AV recorded separately with unique identifiers 4. All recorded activities are stored on a secure server. 5. Access to the AV recording requires a formal petition and a request to the PHCNP Coordinator for a grade review (for NP students) by mutual agreement between the student and the CCD/CD for the purposes outlined in item #1. 6. Access and return of the specific recording is to be documented in a record kept by the 	

PHCNP Program Coordinator.

7. For NP students the recording will be viewed by ONLY the designated second grader. The PHCNP Program Coordinator will provide and retrieve the recording of the specific student ONLY.
8. All AV recordings will be retained until the student graduates from the specific program.
9. The PHCNP Program Coordinator will erase the AV recordings once the student graduates from the program.

Resources/References/Appendix

York University. (2006). Records and information management (policy). Retrieved from:
<https://www.yorku.ca/secretariat/policies/policies/records-and-information-management-policy/>