

MIDWIFERY GUIDELINES FOR EDUCATIONAL VIDEO RECORDING

August 2021

Several types of recordings are made during instruction, including

- Recordings of classes delivered over videoconferencing
- Recordings of online, structured objective exams
- Recordings of student presentations

Faculty may store these recordings for immediate review with a student or review by students at a later date. The UBC Midwifery program has all students sign an image use consent form (Appendix A) at the beginning of the program that gives permission for these uses.

In storing and sharing recordings, faculty must abide by [UBC's security requirements](#) and the Freedom of Information and Privacy Act ([FIPPA](#)) to keep recordings confidential and secure. Recordings for use within a course can be stored online using the Zoom cloud recording option, on the instructor's local computer, or wherever recordings are uploaded to share with students. The [Center for Teaching and Learning and Technology](#) is a resource for questions related to recording during teaching and test.

Consistent with UBC Faculty of Medicine Undergraduate Medical Education practices, educational recordings may be stored up to 2 years for program use as long as students have provided written consent.

If an instructor wishes to reuse lectures year over year and if there is student participation in recorded lectures, students either need to be informed at the beginning of the recording that it will be made available to future years or after the fact in the form of a written consent form. Optionally, the instructor can edit out all identifiable student interaction and use the video at their discretion without needing consent from students.

Video Recording Policy and Process

The following policy outlines the use of video for teaching and assessment throughout the UBC Midwifery Program. Video is used for 1) Validating the final marks of Objective, Structured, Clinical Exams (OSCEs), 2) Reviewing and debriefing simulations, and 3) Completing assignments in Collaborative Learning Annotation System (CLAS) or Canvas.

Process for OSCEs

For in-person OSCEs, video recordings will be deleted at the end of the exam review. When a pass is confirmed the video is deleted. In the event of a fail grade on an OSCE, the video recording will be reviewed and marked by a second faculty member. Once the grade is confirmed after second review, the video will be stored until the student completes the

program. This enables the video to be reviewed if there is an appeal of the grade or student status in the program.

Process for Video Conference-Based OSCEs

Only repeat, video-conference based (VCB) OSCEs will be recorded for review by the marker. When a fail has been assigned on the first attempt at a VCB OSCE, and a repeat is required, then the second attempt at the VCB OSCE will be recorded using the built-in VC recording option in Zoom. The video will be temporarily stored in the faculty member's computer until the review and marking has been completed. Once a passing grade has been achieved, the recording will be deleted immediately after the transcription of the final grade is completed on the scoresheet. In the event of a fail grade on a VCB OSCE, the video recording will be reviewed and marked by a second faculty member. Once the grade is confirmed after second review, the video will be stored until the student completes the program. This enables the video to be reviewed if there is an appeal of the grade or student status in the program.

Process for Simulations

Video recordings are used to debrief and review performance in simulations, for example for teaching MESP or NRP. The video is used solely for the purpose of learning and is not used to assign a mark. The video will be deleted immediately after the debrief and simulation is complete.

Process for Assignments using CLAS or Canvas

Assignments that use CLAS or Canvas for submission of student's work require the student to record themselves directly in CLAS, or to upload a pre-recorded video to the CLAS or Canvas platform. These assignments usually involve student role-play or reflection. All student submitted assignments must be filed for 1 year. Any video assignments in CLAS or Canvas will be stored for this length of time in the CLAS or Canvas system, as per UBC policy. Only faculty assigned to mark and view the video will access the video. The videos will not be downloaded, or stored in any other platform than CLAS or Canvas.

Consent

Students will be requested to complete the consent form once upon entering the UBC Midwifery Program. Use the *UBC Midwifery Program Consent Form for Use of Video for OSCEs, Simulations and Assignments* (attached). The signed image consent form is stored in the student's file by Student Services.

Faculty that use video for teaching and assessment in their courses are responsible for ensuring the consent form is completed for each student. They should verify this with the Student Services Manager prior to using video recording in their courses.

Guest lecturers must agree to being recording and sign the recording consent form (Appendix B).

Video Recording Security

Faculty and staff will follow the following policies and standards:

- 1) University of British Columbia, Faculty of Medicine Policy:
<http://universitycounsel.ubc.ca/files/2013/06/policy104.pdf>,
- 2) Standards #2,3,5,7,8: <http://cio.ubc.ca/security-standards-home/information-security-policy-standards-and-resources>

Technology Selection

The most secure technology to use for video is a VCR camera on an “in-house” recording system with tapes kept (when not in use) in a locked cupboard in a secure office. The next most secure is a digital camera with storage on a strongly password protected flash drive, with both drive and camera kept (when not in use) in a locked cupboard in a secure office. An SD chip or similar is risky as they cannot be password protected and are easily lost.

An iPad is also acceptable if it has strong password protection, and no internet capacity (or no internet enabled), and is kept (when not in use) in a locked cupboard in a secure office. Smart phone technology is geared to be “always” connected to internet through data packages or via wireless. It relies too much on human intervention to prevent inadvertent upload of confidential information. Smart phones are not an acceptable video recording device. If using an iPad, the Wifi and data must be disabled while recording and reviewing the recording to ensure no breaches of privacy occur.

CLAS and Canvas are secure platforms and uploaded or recorded videos submitted by students are protected in accordance with UBC policies. No other platform, such as the Cloud, or email, is acceptable for receiving student video assignment submissions.

Deleting the Recording

Faculty are responsible for erasing the recording immediately after their use for OSCEs, VC OSCE Repeats and Simulation if the student has a passing grade. For portable storage (USB flash drives, SD chips and similar), physical destruction is the most certain method of erasure.

For recordings submitted as student assignments, CLAS and Canvas delete assignment files when the course is no longer open/published. Canvas courses are open and accessible to students until they graduate.

Appendix A
UBC Midwifery Program
Consent Form for Use of Image

I hereby give the Midwifery Program at The University of British Columbia (“UBC”) permission to use images of me (including any picture, video or still photographs) for educational purposes and promotion of the UBC Midwifery Program. This may include recordings of online classes or coursework. Notice of recording will be given before any recording starts.

I understand that my personal information (“information”) provided on all forms, electronic and/or hard copy, to the UBC Midwifery Program, including images, both video and still photographs, is collected pursuant to the University Act, R.S.B.C. 1996, c. 468, and section 26 of the Freedom of Information & Protection of Privacy Act, R.S.B.C. 1996, c. 165.

Any questions about the videotaping, photographing or audio taping should be directed to the Midwifery Program Director.

I am 19 years of age or older and am competent to sign this contract in my own name. I have read and understood this form prior to signing it, and am aware that by signing this consent I am giving permission for the Midwifery Program at UBC to use my image for the purposes outlined.

Name (please print)

Signature

Date



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Appendix B

UBC Department of Midwifery

Permission to Record Lectures

Date of Presentation:

Presented by:

Topic:

I, **[insert name]**, grant permission to UBC MedIT to video/audio record my presentation for the UBC Department of Midwifery. I also grant permission for this recording to be made available on the Department of Midwifery website for internal use only and/or distributed by the Department of Midwifery to students in the class in which the lecture is given, including individuals who may not have been able to attend the session.

Signed:

Presenter

Date:
