



**YALE-NEW HAVEN HOSPITAL  
CLINICAL POLICY & PROCEDURE MANUAL**

<b>Policy Title:</b>	<b>Photographing, Audio/Videotaping of Patients for training/research purposes</b>	<b>Manual Code:</b>	
<b>Reviewed:</b>	<b>July 20, 2012</b>	<b>Revised:</b>	
<b>Supersedes Manual Code:</b>		<b>Dated:</b>	
<b>Approved By:</b>	<b>William Sledge, MD, Ralph Hoffman, MD Sabina Lim, MD, MPH</b>		

- I. Purpose: Establishing polices and procedures regarding taping patients for educational or research
- II. Procedure:

Photographing, audio- and/or videotaping of patients at YNHH is permitted for educational and/or research purposes if an approved written consent form is signed by the patient and witnessed by a clinician. These recordings may be released to other individuals or facilities, if and only if, the patient explicitly consents to this further release in writing. These tapings should not reveal the name of the patient. The consent form should reflect the fact that the recordings will be retained for a pre-specified period of time, after which time the recordings will be erased or destroyed. If digital, recordings will be stored at YNHH in a secure computer system accessible only by a limited access code. If by regular taping, recordings will be kept in locked, secured file cabinet. The consent form should reflect the fact that failing to consent to such taping will not negatively impact the care ordinarily provided by YNHH and that the patient may revoke his/her consent at any time, after which recording would cease and all prior recordings stored at YNHH would be immediately destroyed or erased.

STEPS FOR OBTAINING PATIENT CONSENT AND  
STORAGE OF RECORDED MATERIAL:

1. Prior approval to audio/videotape for training/research purposes is required from the hospital's Director of Psychology.
2. Any YNHH staff, faculty and trainees who requests audio/videotaping will be given a copy of the hospital's policy and procedures for audio/videotaping and will be required to sign an attestation acknowledging that they have read and understand the policy prior to obtaining patient's signed permission to audio/videotape.
3. All requests to audio/videotape will be logged in a centralized file housed within YPH central administration. The purpose of the log will be to track the frequency, purpose, and location of taping. The log will record the following information:
  - a. Name of hospital staff, faculty or trainee
  - b. Name and MRUN of patient providing consent
  - c. Location of taping
  - d. Purpose of taping
  - e. Date request made
  - f. Date signed policy attestation received
  - g. Date sign consent received
  - h. Date audio/videotape received
  - i. Date audio/videotape destroyed
4. A separate file will be kept in YPH central administration to maintain copies of all signed patient consent forms and original signed staff, faculty and trainee attestations. Original signed release forms will be kept in the patient's medical record.
5. All audio and video recordings will be created using a single laptop computer and will be stored within YPH central administration in a locked file cabinet.
6. Any audio/videotape that is created using traditional tape recording devices will be stored in a locked file cabinet within YPH central administration.
7. Hospital staff and faculty supervisors of trainees who are engaging in audio/videotaping are responsible for assuring that all audio/videotapes are submitted to YPH central administration for proper storage and/or disposal.
8. All audio/videotape recordings will be destroyed after one year (12 months) of original taping.