

ASPIH Meta-Debrief Club Use of Video/Audio Recording

Part 1: Summary and Consent

Key Points

- Your video/audio recording will be used to support the continuing professional development (CPD) of simulation faculty.
- You can choose how your recording is used (a single live session only, future live sessions, and/or extended use for CPD and external event purposes).
- Recordings for future sessions and external events will be stored for a maximum of five years on a secure server.
- You can withdraw your consent at any time.
- All attendees and viewers of your video are reminded and expected to act professionally and maintain confidentiality.
- This consent form will be scanned and saved with the video/ audio file.
- **Part 2 of this form provides detailed information regarding options, storage, security, and privacy.**

Consent:

By signing below, you agree to allow a recording of your participation as a **debrief** or **simulation participant** to be used for the CPD of simulation faculty.

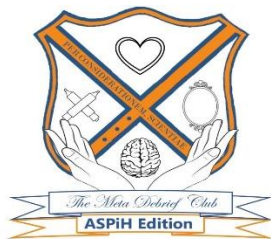
- I confirm that I have read and understood the key points above.
- I understand that Part 2 of this form provides detailed information, and that reading it is optional.
- I agree to the use of my video/audio recording of the simulation session held on _____ (date), as indicated by my selections above.

Options for Recording Use (Please select any or all that apply):

- ☐ A) Limited Use (single live MDC session only and immediate deletion)
- ☐ B) Storage for Future Live MDC Sessions
- ☐ C) Extended Use for External CPD and Educational Purposes

Full Name: _____ Signature: _____

Email: _____ Date: _____



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Part 2: Detailed Information

Definition

Meta-debriefing is *"a facilitated learning conversation enabling debriefers to review and critically reflect upon their own or others' debriefing practices"* (Kumar et al., 2024¹). ASPIH's online Meta-Debriefing Club (MDC) aims to expand access to this continuing professional development (CPD) opportunity, aligning with the ASPIH 2023 Standards. The debriefer's learning needs guide the learning conversation.

Consent for CPD Use:

By signing this consent form, you agree to allow a recording of your participation as a **debriefers** or **simulation participant** to be used for the CPD of simulation faculty.

Options for Recording Use:

A) Limited Use (Single Live MDC Session Only):

- ASPIH MDC will use your recording only in a single live MDC session to allow the debriefer, MDC facilitators, and peers to reflect upon elements of the debrief to support CPD.

B) Storage for Future Live MDC Sessions:

- ASPIH MDC will store your recording as a resource for potential use in future live sessions.

C) Extended Use for External CPD and Educational Purposes:

- ASPIH MDC will store your recording as a resource for potential external CPD and educational purposes, including but not limited to, presentations, workshops, webinars, and other educational activities in various formats (e.g., face-to-face, online, hybrid) at the ASPIH conference and other educational events. Attendees will be informed they are viewing recordings of other individuals. While efforts will be made to remove identifying information, it may not always be possible.

Storage and Security Measures:

ASPiH will store recordings on an encrypted server with access limited to authorised MDC facilitators. Recognising the potential long-term educational value of these recordings, and that high-quality examples of debriefing are scarce resources representing foundational principles and best practices, recordings intended for future MDC sessions and extended educational use may be stored for up to five years. Option A recordings will be deleted immediately post-session. To ensure continued relevance, recordings will be reviewed every 2-3 years. Security measures include server-side encryption, access control lists, and bi-annual internal security reviews.

Confidentiality:

Attendees at MDC sessions and other events, are expected to maintain confidentiality. ASPiH is committed to explicitly reminding attendees about the confidential nature of the recordings and requesting they respect the privacy of the individuals depicted. Attendees are prohibited from recording, photographing, or sharing any portion of the recordings, in any format, including social media.

Withdrawal of Consent:

You may withdraw consent at any time by contacting the ASPiH Directors at admin@aspih.co.uk. Withdrawal results in the deletion of your recording from our servers within 30 days of receiving the request. However, any recordings that have already been shown in live sessions or at external events cannot be retracted.

Privacy and Data Protection:

ASPiH processes personal data in accordance with its privacy policy, which can be found [here](#). For any privacy or data protection inquiries, please contact the ASPiH Directors at admin@aspih.co.uk.

Organisational Changes:

In the event of organisational changes or changes to the purpose or intended use of these recordings, ASPiH will either delete all recordings, transfer them to the new entity under the terms of this consent, or seek renewed consent from all recorded individuals.

Note: This written consent form will be accompanied by a verbal explanation of the key points and an opportunity to ask questions.



¹ Kumar et al.,- Exploring the meta-debrief: developing a toolbox for debriefing the debrief. Simulation in Healthcare. 2024. Doi: 10.1097/SIH.0000000000000830