



VERA Z. DWYER
COLLEGE OF HEALTH SCIENCES
School of Rehabilitation Sciences

MS-SLP Recording Sessions Policy # SLP-CL-16-A

About This Policy:

Faculty Approval: 07/16/2020

Effective Date: 07/16/2020

Scope

This policy is for all students enrolled in the MS-SLP program within the Vera Z. Dwyer College of Health Sciences.

Policy Statement

Audio and visual recorded sessions are protected health information (PHI) and thus student clinicians are to follow confidentiality when accessing and handling recorded sessions.

Procedure

All diagnostic and clinical sessions at the MS-SLP Clinic are to be recorded using the VALT software, unless otherwise specified (see paragraph below). To access the VALT system to watch a recorded session, students must use the program's laptops and must be within specified locations within the Elkhart Center (namely the conference room or the SLP clinic). Sessions are not to be viewed in the student lounge or any open areas due to lack of privacy. Student permissions are restricted to allow viewing of only one's own sessions, unless a supervisor or administrator shares a specific video for learning purposes. Students may not download videos, or watch them outside of the Elkhart Center. Policies on HIPAA and confidentiality apply to use of the VALT software.

At the time of registration and then yearly thereafter, each client and/or guardian is provided with information on how these recordings are used and is asked to provide authorization for photography and videorecording for educational purposes. If a client or guardian has declined to sign this authorization, the treating clinician(s) will be informed.

At the beginning of the program, each student clinician is also provided with information about the purpose and use of recordings in this educational setting, and is asked to provide permission and release to observe, record, and distribute clinical sessions.