

ADMINISTRATIVE POLICY



NUMBER: V-26	Page 1 of 2	Originated: 5/01 Reviewed: 10/02, 12/15, 9/18 Revised: 10/06/06, 01/10, 11/10, 05/14
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SUBJECT: USE OF RECORDING DEVICES AND AUDIO/VIDEO

POLICY: Use of Recording Devices by Nationwide Children's Hospital staff must be approved and must comply with federal HIPAA privacy regulations. Audio/Video content must be approved by Marketing and Public Relations and/or Education prior to distribution and must comply with Nationwide Children's Hospital standards. Recording the audio or visual images of a patient by family members can only be done with the consent of the parent/legal guardian and the attending physician.

PURPOSE: To provide guidelines for audio/video and recording devices at Nationwide Children's Hospital.

SPECIAL INSTRUCTIONS:

1. Audio/video must comply with [federal HIPAA privacy regulations](#). Nationwide Children's Hospital staff must obtain HIPAA consent prior to taking any photographs, video recordings or audio recordings for any purposes, including educational purposes. These consent forms can be obtained from the Marketing/Public Relations Department.
2. Audio/video must comply with Nationwide Children's Hospital brand standards and Nationwide Children's Hospital communication goals and standards.
3. Audio/video must not infringe on the rights of any third party, including intellectual property, privacy or publicity rights, and must not include any material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful or embarrassing to any other person or entity as determined by Nationwide Children's Hospital in its sole discretion.
4. Audio/video must be reviewed by Marketing & Public Relations and/or Education prior to distribution. Marketing & Public Relations and Education reserve the right to require revisions or remove materials that do not comply with Nationwide Children's Hospital policy/standards.
5. Nationwide Children's Hospital staff are not permitted to use camera phones or other recording devices while on duty, or on NCH property, or interacting from a remote location with other NCH staff/patients for work-related matters unless part of job responsibilities. Should staff members be required to take a

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NUMBER: V-26	Page 2 of 2	Originated: 5/01 Reviewed: 10/02, 12/15, 9/18 Revised: 10/06/06, 01/10, 11/10, 05/14
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photograph, video or audio, they must obtain permission from their department manager first.

SPECIAL INSTRUCTIONS SPECIFIC TO AUDIO/VISUAL RECORDING OF A PATIENT BY FAMILY MEMBERS:

1. Audio/video recording by family of their own family member in patient areas may be permitted only after approval of parent/guardian and attending physician.
2. Audio/visual recording is not permitted in common areas (nurse's station, hallways, NICU, etc.).
3. Audio/video recording will be allowed in Neonatal Special Care Units as long as it can be restricted to a single infant and the criteria in #1 is met.
4. Families assume total responsibility of their audio/video equipment.
5. Audio/video cameras must be battery operated. Light sources must be contained within the recording equipment. Tripods are prohibited.
6. Nationwide Children's Hospital staff shall not be included in the audio/video recording.

Approved by: _____


Richard J. Miller, Chief Operating Officer