



Policy on Recording of Sessions for MD Curriculum

Policy Statement

The GW SMHS utilizes session or lecture capture software which allows material to be placed on course sites for review. The purpose of capturing sessions is to supplement learners' study. Session capture is not intended to replace in-class attendance. While this capability is available for all sessions in most Ross Hall rooms, the faculty responsible for each session is the owner of their material and therefore may not want all or parts of sessions recorded. Therefore, the SMHS MD program will follow the following practices:

1. All sessions in Ross Hall 101 and 201 for the pre-clinical curriculum will have audio and screen capture automatically recorded. However, faculty have the option of opting out of their session being recorded by contacting The Office of Medical Education (OME) at ome@gwu.edu in advance.
2. No sessions in 101 and 201 for the pre-clinical curriculum will have video recording. However, faculty have the option of requesting this service by contacting Classroom Services at smhsclassrooms@gwu.edu in advance.
3. Recorded materials are solely for the use of students enrolled in the class to where material is posted.
4. All recorded material will be archived and then deleted upon graduation of the class for which the material was intended.
5. Any recording of patients is prohibited unless explicit permission is given by the patient and a release form is signed.

Reason for Policy/Purpose

To ensure a reasonable amount of protection of faculty content, while allowing for the use of recorded material to enhance student learning.

Who Needs to Know This Policy

Faculty, staff and students

Contacts

Office of Medical Education 202-994-4099

Who Approved This Policy

The Educational Technology Committee

History/Revision Dates

Origination Date: April 2017