

**York University – School of Nursing  
Undergraduate Programs**

**Policy – Filming in the Nursing Simulation Centre**

<b>Title:</b> Filming in the Nursing Simulation Centre	
<b>Document Number:</b>	<b>File Name:</b>
<b>UPC Review &amp; Approval Date:</b>	<b>Executive Committee Date:</b>
<b>SON Council Decision Date:</b>	
<b>Effective Date:</b>	<b>Evaluation Period:</b> Every 2 years
<p><b>Introduction and Rationale:</b> When the Nursing Simulation Centre (NSC) is a resource for filming, students, staff and others involved must ensure that safety and respect are considered in the processes related to creative planning and film production. This applies to undergraduate and graduate students, faculty, staff and outside organizations. Considerations of safety and respect ensure that the use of the NSC for filming adhere to York Universities' Mission and Policies and Procedures garnering respect (Consent; Racism: Policy and Procedures; Social Media Policies; Student Professional Behaviour Policy (BScN) &amp; Student Code of Conduct: Rights and Responsibilities), and safety (Healthy Workplace Policy).</p>	
<p><b>Definitions/Criteria:</b> Safety and Respect are key elements to this policy. Safety:</p> <ul style="list-style-type: none"> <li>• adhere to the NSC safety policy and York's Healthy Workplace policy; prevent and avoid intentional harm, such as promotion of hatred, inequality and discrimination based on grounds enumerated in the Ontario Human Rights Code.</li> <li>• maintain confidentiality, when relevant.</li> </ul> <p>Respect:</p> <ul style="list-style-type: none"> <li>• ensure that the film production and content respects participants' rights;</li> <li>• support an atmosphere of civility;</li> <li>• respect diversity and equity.</li> <li>•</li> </ul> <p>Film/Filming:</p> <ul style="list-style-type: none"> <li>• This includes still photography, film and video productions.</li> </ul>	
<p><b>Actions:</b> <b>Undergraduate and Graduate Students Filming for Class Project/Research</b></p> <ul style="list-style-type: none"> <li>• Booking <ul style="list-style-type: none"> <li>○ Send email to Manager Nursing Simulation Centre (MNSC) and include the Course Director (CD) in the email.</li> <li>○ Email includes course code; proposed dates and times for potential filming; outline content of film; and intended audience.</li> </ul> </li> <li>• Equipment <ul style="list-style-type: none"> <li>○ Fill out equipment requisition, if needed</li> </ul> </li> </ul>	

- Production day
  - Follow safety procedures in the NSC. Consult the MNSC for more information.
  - Complete filming consent (See Appendix: York University Consent), this remains with the MNSC
  - If accident or injury during filming report immediately to MNSC.
- Post production
  - Ensure the NSC resources are returned to their original state.
  - The video material, intended as a York University classroom presentation, is to be shared in the identified course only. The material is not to be broadcast, in whole or in part, on Social Media Platforms without approval of the respective Course Director.

### **Undergraduate and Graduate students using NSC to film anything other than class project**

- Booking
  - Send email to Manager Nursing Simulation Centre (MNSC).
  - Email includes course code; proposed dates and times for potential filming; outline content of film; and intended audience
- Equipment
  - Fill out equipment requisition, if needed.
- Production day
  - Follow safety procedures in the NSC. Consult the MNSC for more information.
  - Complete filming consent (See Appendix: York University Consent), this remains with the MNSC.
  - If accident or injury during filming report immediately to MNSC.
- Post production
  - Ensure the NSC resources are returned to their original state.
  - Within the film a disclaimer should appear: This film does not necessarily reflect the values and beliefs of the School of Nursing, York University.
  - At the end of the film a credit acknowledging the support received from the School of Nursing, York University.

### **Faculty/Staff**

- Booking
  - Send email to MNSC. Email includes course code, if relevant; proposed dates and times for potential filming; outline content of film; and intended audience.
- Equipment
  - Fill out equipment requisition, if needed.
- Production day
  - Follow safety procedures in the NSC. Consult the MNSC for more information.
  - Complete filming consent (See Appendix: York University Consent), this remains with the MNSC.
  - If accident or injury during filming report immediately to MNSC.
- Post production
  - Ensure the NSC resources are returned to original state.
  - Within the film a disclaimer should appear: This film does not necessarily reflect the values and beliefs of the School of Nursing, York University.
  - At the end of the film a credit acknowledging the support received from the School of Nursing, York University.

### **Students from Other Organizations**

- Book date and time with Manager Nursing Simulation Centre (MNSC).
- Outline content of film; and intended audience.

- MNSC determines whether a nominal fee can be charged e.g. if the filmmaker has a grant or budget for NSC cleaning and other needs.
- Equipment
  - Fill out equipment requisition, if needed.
- Production day
  - Follow safety procedures in the NSC. Consult the MNSC for more information.
  - Complete filming consent (See Appendix: York University Consent), this remains with the MNSC.
  - If accident or injury during filming report immediately to MNSC.
- Post production
  - Ensure the NSC resources are returned to their original state.
  - Within the film a disclaimer should appear: This film does not necessarily reflect the values and beliefs of the School of Nursing, York University.
  - At the end of the film a credit acknowledging the support received from the School of Nursing, York University.

#### **Professional Film Companies**

- Refer to Accommodations and Conference Services. (ACS looks after legal and financial considerations of filming on campus).
- Once cleared to film on campus ACS connects with MNSC.
- MNSC determines whether schedule can be accommodated. If schedule can be accommodated, determines if the content of the film meets the safety and respect criteria.
- At minimum charge a fee for cleaning the NSC.
- Equipment
  - Send email to MNSC for equipment, if needed.
- Production day
  - Follow safety procedures in the NSC. Consult the MNSC for more information.
  - Complete filming consent (See Appendix: York University Consent), this remains with the MNSC.
  - If accident or injury during filming report immediately to MNSC.
- Post Production
  - Ensure the NSC resources are returned to their original state.
  - Within the film a disclaimer should appear: This film does not necessarily reflect the values and beliefs of the School of Nursing, York University.
  - At the end of the film a credit acknowledging the support received from the School of Nursing, York University.

## Resources/References

- York University. (2018). Accommodation and conference services. Retrieved from: <http://studenthousing.info.yorku.ca/acs/>
- York University. (2001). Hate propaganda (guidelines). Retrieved from: <https://secretariat-policies.info.yorku.ca/policies/hate-propaganda-guidelines/>
- York University. (2018). Healthy workplace policy. Retrieved from: <http://secretariat-policies.info.yorku.ca/policies/healthy-workplace-policy/>
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- York University. (2007). Student code of rights and responsibilities. Retrieved from: <https://secure.students.yorku.ca/sites/secure/pdf/CodeofRightsandResponsibilities.pdf>
- York University. (nd). York University Social Media Guidelines. Retrieved from: <http://socialmedia.yorku.ca/social-media-guidelines/>

## Appendix

Photographs, Videos and Filming Consent  
School of Nursing  
Nursing Simulation Centre

I hereby grant permission to \_\_\_\_\_ to take photographs and/or audio-visual recordings of me.

## Event

Check Relevant Event	Event	Additional Information
	Class Presentation (York University School of Nursing Students ONLY)	Course Code:
		Course Director
	Class Presentation (Other York University Students ONLY)	Course Code:
		Course Director:
	Faculty/Staff	Describe Event:
		Anticipated Audience:
	Class Presentation (Students from other organizations)	Describe Event:
		Anticipated Audience:
	Professional Film Companies	Director:

I agree to participate in the above event and to be photographed or audio-visual recorded. I agree to distribute the photographs or audio-visual recordings only to the event identified above.

Photographs or video or audio recordings must not be used or disclosed for purposes that were not identified in the original collection notice unless the individuals in the photographs or video or audio recordings have consented to the new use or disclosure.

First and Last Name (printed) \_\_\_\_\_

E-mail \_\_\_\_\_

For Groups See Next Page

## Groups

Print Name	Email Address	Signature

Date: \_\_\_\_\_