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| Videotaping, Audiotaping, Photographing Residents and Staff | | | | NO. | |
| PURPOSE:  To provide specific guidelines regarding videotaping, audiotaping, and/or photographing of the residents that reside in the facility of staff employed by the facility.  STATEMENT OF POLICY:  It is the policy of this facility to respect the confidentiality and rights of choice in regard to our residents and employees. Residents and staff have freedom of choice in regard to being videotaped, audiotaped, and photographed, subject to the facility’s policies affecting resident and staff conduct, and regulations governing protection of resident health and safety.  PRODEDURE:   1. PROCEDURE FOR RESIDENT IDENTIFICATION SYSTEM. 2. The facility may use a photo identification system to assist in assuring that medications and treatments are administered appropriately. 3. The photo identification is confidential and may not be released except in an emergency situation(i.e. missing resident) 4. Prior to or on admission, the resident or his/her representative must sign an authorization permitting the facility to take a photograph of the resident for identification purposed and release the photograph in the event of an emergency. 5. PROCEDURE FOR ALL OTHER PHOTOGRAPHING, VIDEOTAPING AND/OR AUDIOTAPING. 6. Other photographing, videotaping and/or audiotaping will not be allowed in the facility except und the following guidelines. 7. Any resident, family member/responsible party, and/or staff wishing to photograph, videotape or audiotape within the facility must notify the Administration and/or designee in writing prior to photographing or taping. 8. A family member/responsible part, may photograph, videotape, or audiotape only the resident for which they are responsible. 9. The photograph, videotape, or audiotape must be done in the resident’s assigned room and must not include roommate or roommate’s personal belongings. 10. The family member/responsible party wishes to photograph, videotape, or audiotape any other resident and/or staff member, he/she must first obtain permission from the Administrator. The Administrator may give permission only after ensuring that all parties have signed a written consent. 11. A resident may not be photographed, videotaped, or audiotaped without written consent from the resident and/or the resident’s responsible party. A staff member may not be photographed without his/her written consent. | | | | | |
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| Videotaping, Audiotaping, Photographing Residents and Staff | | | | NO. | |
| 1. A sign must be posted outside the resident’s room while videotaping is occurring. 2. The Administrator may give consent for the resident, family member/responsible party, and/or staff to videotape or audiotape after all the above guidelines have been met. 3. Staff will not be allowed to photograph, videotape, or audiotape in the facility without the consent of the Administrator after he/she ensures that the guidelines outlined have been followed. 4. Any and all violations of the above guidelines should be reported to the Administrator   SURVEY PROTOCOLS FOR PHOTOGRAPHS:  In recent surveys, facilities have noted surveyors taking photographs of pressure sores for the documentation of findings.  In the event of an appeal we need to have all the information/data that the survey team has to enhance our ability to successfully appeal. To that end, we ask that the facility staff take photographs of whatever the state has taken photos, adhering to the following guidelines:   1. The photograph(s) are to be dated with a written description (of what was photographed) and signed by the individual taking the photo. 2. If a photograph of a wound is taken it should preferably be done with a “grid” camera. If a grid camera is not available, place a small piece of paper with the location and date next to the wound to be included in the photograph. Also attached to the photograph a written description of the wound describing location, depth, size, odor, exudates, etc. 3. These photographs are to be maintained in the survey file (DO NOT add them to the medical record) 4. Immediately notify your RDC if the survey team is taking photographs during the survey. 5. Remember, that you should always have someone touring with the survey team-if we are not staying abreast of what they are doing, photographs can be taken without our knowledge.   Please remember, that a resident has the right to refuse to have photographs taken.  ATTACHMENTS:  Employee Acknowledgement of Policy and Procedure, Videotaping, Audiotaping, Photographing  Resident/Responsible Party Acknowledgement of Policy & Procedure Videotaping, Audiotaping, Photographing | | | | | |
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