

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: VIDEOTAPING	Original Issue Date: March 1999	Policy #: 760
	Supersedes: September 13, 2012	Effective Date: November 29, 2018
Individuals / Committees Consulted: Educational Resource Center LAC+USC Medical Center Medical Photography/Video Production	Reviewed & Approved by: College Governance	Approved by: Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To delineate the process for requesting video recording

Definition:

Single event videos (“point and shoot”) are videos that are complete when taping is finished and require no editing or other modification.

Video productions are videos that require detailed planning, scripting, graphics, editing, etc.

POLICY:

Videotaping services are available through Medical Photography, 1744 Zonal Avenue (323) 409-7911.

Videotaping requires completion of the Video Production Request form, which can be requested via the following email medphoto@dhs.lacounty.gov .

Video tapes are housed in the College’s Educational Resource Center Library.

Videotaping restrictions are based on:

- Legal issues related to the use of copyright materials
- Ethical issues related to confidentiality of personal and patient information, and endorsement of commercial products or services.

All video recordings are the property of the College of Nursing and Allied Health.

PROCEDURE:

College faculty:

- Complete the video production request form and submit via email to medphoto@dhs.lacounty.gov
 - A two week lead time is recommended for single event videotaping
 - Several months lead-time is recommended for video production request.
- Obtain signed release form for all individuals being videotaped who are not employees of Los Angeles County.

Educational Resource Center Library staff:

- Receive and process completed video
- Complete New or Revised DVDs form
- Add completed video to College video collection
- Update video catalog.

Subject:
VIDEOTAPING

PROCEDURE DOCUMENTATION:

Single Event Videotaping Request form
Video Production Request form
Authorization and Consent to Interview and/or Filming form
New or Revised DVDs form

REFERENCES:

DHS Policy #304: Photographing of Patients and/or Facilities
Network Policy #225: Photographing Patients

REVISION DATES:

March 1999
August 12, 2004
March 12, 2009
September 13, 2012
November 29, 2018