

Audio and Video Recordings at the Clinical Service Programs of the Department of Communication Disorders

Frequently Asked Questions

Can I make audio or video recordings of my clients?

Audio and video recordings of clients may only be made with specific written authorization from your client or their legal guardian. There are two levels of authorization indicated on the "Request to Use Clinic Materials" authorization form (Page 3 of the "Application for Clinical Services" form that must be completed for each client.)

The first level of authorization (*"I authorize the Program to make audio or video recordings for the purpose of evaluating and treating my or my family members communication needs. "*) allows you to record your client for use in evaluation or therapy, but does not allow you to keep the recording for the long term or show it in class or seminar.

The second level of authorization (*"I authorize the Department of Communication Disorders to keep and play copies of audio or video recordings made of my/my family member's evaluation or treatment for the purpose of student training."*) will also allow you to archive video and show it in class or seminar.

Please make sure that your client or their guardian has reviewed and signed this authorization PRIOR to making any video or audio recordings. These authorizations must be updated every 12 months. Please remember that your client has the right to refuse this, and in that case no recordings may be made.

What can I use to make audio recordings of my clients?

Audio recordings may be made with personal audio recording devices (recorders, smart phones, tablets, etc.) as long as there is no video component.

Can I save audio recordings and play them outside the clinic?

Ideally, audio recordings should only be played while in the department and must be erased immediately after they are reviewed. They may not be played in a publically audible manner in a place where unauthorized people can hear. If you must review audio data outside the clinic, you must first ensure that your client's full name or other identifying information cannot be heard on the recording. If that is the case, you may review the recording in a private environment, making sure no unauthorized person can hear it. Erase the recording immediately after you are done.

I need to make a video recording and review it with my client during a therapy or evaluation session. What recording devices can I use?

You may use one of the iPads owned by the department to make a temporary recording of your client to view during a session. These recordings must be erased by the end of the session. No personal recording devices (camera, laptop, phone, iPads, flip cam, etc.) may be used at any time to make video recordings.

I need to make a video recording and review it after a session. How do I do this?

Therapy rooms 18C, 19, 25A, 25C, 25D and 25F have remote digital video recorders. These can be activated and controlled by a clinical instructor (CI). Recordings are saved to authorized flash drives that are signed out from the Clinic Director's office by a CI. These recordings can be reviewed on a laptop while in the department. They must be erased from the laptop on which they were viewed immediately after use. They may not be saved on a laptop. Flash drives must be cleared and returned to the Clinic Director's office after use.

How do I figure out how to use the remote video recorders?

An instructional guide for using remote video recorders is available from the Clinic Director.

May I take a video recording home to review?

No, video recordings may only be viewed within the department. No video recording, in any format, may be removed from the department.

I am a faculty member or clinical instructor, and want to keep a video recording for teaching purposes. Can I do this?

If a client or their legal guardian has granted permission to keep and play copies of audio or video recordings for the purpose of student training, a copy of the recording may be archived on a portable hard drive maintained in the clinic director's office. These recordings will be labeled by date, age of client, disorder and client initials only. They may be signed out for teaching or research purposes, but may not be duplicated or stored on personal laptops.

May I archive a video made at the clinic for research purposes?

Please follow the IRB approved protocol you have established for your research project to manage any audio/video recordings that you make.

I still have a question that has not been answered. What do I do now?

Talk to the Clinic Director.