



Policy

TITLE: Audio Recording

EFFECTIVE DATE: 1/1/10; Revised March 7, 2022

APPROVER(S): Dean of Medical Education, OCS Head of School

NUMBER: Reference # OCS 100.09

I. Purpose

The purpose of this policy is to avoid any limitations on the expression of views that may exist when one person is concerned that his/her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue, especially when sensitive or confidential matters are being discussed.

II. Scope

This policy applies to all UQ Ochsner Clinical School students.

III. Policy Statements

Students may not use tape recorders or other recording devices to document or capture the conversation of other individuals without the specific preauthorization of his/her department manager or director. This does not include the preapproved recording of sanctioned department meetings or operations by the Safety and Security Department.

IV. Enforcement

- A. Conversations may be recorded if all parties to that conversation give their consent to be recorded.
- B. Recordings may take place in compliance with the Clinical Searches and Monitoring policy. (OCS 100.12)
- C. Violation of this policy will result in the appropriate level corrective action.
- D. Failure to comply with this policy may result in progressive discipline up to and including termination of employment for employees or termination of contract or service for third-party personnel, students or volunteers.