



**BIOS** | BRITISH AND IRISH  
ORTHOPTIC SOCIETY

## Standard Operating Procedure (SOP) for Video Recording Orthoptic Assessments

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### Purpose

This SOP outlines the steps and precautions clinicians must take to ensure that video recordings of patients during orthoptic assessments are conducted in a manner that protects patient privacy, confidentiality, and complies with data protection regulations.

### Scope

This procedure applies to all clinicians involved in the video recording of orthoptic assessments for educational or clinical purposes within the British and Irish Orthoptic Society (BIOS).

### Responsibilities

- **Clinic Receptionist:** Sharing patient Information leaflets at least 1 week prior to the patient attending their appointment and for ensure patient posters are visible from the clinic areas
- **Clinician:** Responsible for ensuring the secure and compliant recording and storage of patient video assessments in line with the approved trusts DPIA.
- **BIOS Content Team:** Responsible for editing any highlighted breaches in newly submitted patient videos and enabling the secure Vimeo videos to be accessible via the PERL.

- **BIOS:** Ensuring any general information relevant to completing the process in compliance with general data protection agreements is available from the BIOS website and that the BIOS Content team pass a yearly Data Handling assessment in line with NHS requirements.
  - **Trust Data Protection Officer:** Responsible for overseeing compliance with data protection laws and addressing any concerns regarding recordings.
  - **University Lecturers:** Responsible for ensuring that all students pass a yearly Data Handling assessment in line with NHS requirements. Information and lectures are given to the students about how to handle information on the PERL in line with Data Protection Compliance. Ensure any misuse of the data is appropriately dealt with in a timely manner.
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## Procedure

### 1. Preparation of the Recording Environment

#### i. **Clear the Room of Identifiable Data:**

- Ensure that the room where the recording will take place is free of any materials that could potentially identify other patients, such as patient files, charts, or appointment schedules.
- Double-check that no documents or screens displaying sensitive information are visible in the recording area.

#### ii. **Check for Other Persons:**

- Ensure that no unauthorised individuals, including staff or other patients, are present in the room during the recording.
- If other personnel need to be present, they must give explicit consent to be recorded, and their role should be relevant to the assessment.

#### iii. **Clear the Workspace and Walls:**

- Remove or cover any items in the workspace or on the walls that may contain sensitive information, such as whiteboards, posters, or notices.
- Ensure that the recording area is sterile in terms of patient data and free from distractions.

iv. **Set Up the Recording Equipment:**

- Position the camera in a way that focuses on the patient and the clinician's interaction, ensuring no unnecessary areas of the room are captured.
- Test the recording equipment to ensure it functions properly and that the sound and image quality are clear.
- Use an external microphone to help amplify the audio recording.

**2. Patient Interaction and Consent**

i. **Pre-Appointment Contact**

- Write to all patients at least 1 week prior to their appointment, to provide them with an information leaflet so they fully understand the initiative before attending their appointment ([adults](#) and [paeds](#) information leaflets).
- Place the Patient Consent posters on the walls of the clinic waiting areas.

Download: [Portrait](#) / [Landscape](#)

ii. **Explain the Purpose of the Recording:**

- Clearly explain to the patient the purpose of the recording, how it will be used, and who will have access to it.
- Inform the patient that they have the right to decline or request certain parts of the assessment not be recorded.

iii. **Obtain Informed Consent:**

- If the patient is in agreeance, provide the patient with a consent form detailing the purpose of the recording, its intended use, and their rights concerning the recording.
- Obtain the patient's signed consent before proceeding with the recording.
- Reconfirm their consent verbally before starting the recording.

iv. **Withdraw Consent:**

- On completing the patient's video, note the Video ID at the top of the consent form to help assist any future withdrawal of patient consent.
- Store the consent form in the departments secure filing system.
- Inform the patient that they have the right to withdraw their consent at any point in the future and they can do so by completing the Withdraw Your Consent Form at [Withdrawing consent – British and Irish Orthoptic Society](#), where a member of the BIOS Content team will action this request.

**3. Conducting the Recording**

i. **Start the Recording:**

- Begin recording only after all preparatory steps have been completed and consent has been obtained.
- Introduce the recording by stating the date, the purpose of the recording, and confirming that the patient has consented.

ii. **Maintain Focus on the Assessment:**

- Ensure the recording stays focused on the orthoptic assessment and the patient-clinician interaction.
- Avoid moving the camera unnecessarily or capturing areas of the room not related to the assessment.

iii. **Monitor the Environment:**

- Throughout the recording, remain vigilant that no new sensitive information or unauthorised persons enter the frame.
- If any issues arise (e.g., someone enters the room), pause the recording and address the situation immediately.

## 4. Post-Recording Procedures

### i. Review the Recording:

- After the assessment, review the recording to ensure that no unauthorised information or individuals were captured.
- If any breaches are identified, edit the recording or, if it is possible, delete and redo the assessment.
- If it is not possible to redo the assessment, continue to submit your video via the usual workflow but note the times the breaches occur in the Tutor Upload form under the section 'Brief Outline of Condition'. The BIOS Content Team will review these breaches and ensure they are edited before they are made accessible via the PERI.

### ii. Secure the Recording:

- Immediately transfer the video file to a secure network drive on your trusts network. Once the patient video has been uploaded to a secure network drive, the files MUST be deleted from the local device or any associated memory cards. For more information of how to access a secure network drive, please contact your local IT department.

### iii. Access the PERL Submission Page:

- Visit the BIOS website [Tutor's upload - British and Irish Orthoptic Society](#) and complete the online form to capture your personal details, your organisations details, the patients personal details (this information is only used by the BIOS office to action requests to withdraw consent) and information about the video recording. On submitting the form, you will receive a unique Video ID which is to be used to pseudo anonymise the filename of the video. Highlight this text and select 'Copy' (Ctrl + C).

### iv. Pseudonymise the Video File:

- Access your file on the secure network and right click it to select the option 'Rename', delete the previous filename and replace by selecting 'Paste' (Ctrl + V).

### v. Submit Your Resources to the BIOS Vimeo Account:

- Login to the secure BIOS Vimeo Account to upload your video file, ensuring it has the correct pseudo-anonymised filename. If you require access to the secure BIOS Vimeo account, please contact [BIOS@orthoptics.org.uk](mailto:BIOS@orthoptics.org.uk).

vi. **Confirmation and Review:**

- After submission, you will receive an email confirmation.
- Your resources will be reviewed by the BIOS content team before being added to the library. This process usually takes 2-4 weeks.
- Record the details of the recording in the patient's file, including the date, purpose, consent obtained, and where the recording is stored.
- Maintain all consent forms and related documentation securely in accordance with data protection regulations.

**5. Accessing the Videos via PERL**

i. **Data Protection**

- **Data Handling Assessment:** To access the PERL all users must be a member of BIOS and compliant with completing yearly Data Handling assessments. This is already a mandatory requirement of all staff from an NHS setting; therefore, any NHS registered staff can automatically receive access to the PERL. Participating universities **MUST** have in place processes to ensure all students and lecturers pass the yearly Data Handling assessment in line with NHS requirements, for BIOS to grant access to the PERL.
- **Patient Privacy:** It is important that universities provide students with information/lectures on how to safely use the information on the PERL and discuss the terms of consequences if misuse of this data occurs.

**Please contact the BIOS team if you have any concerns with this process ([bios@orthoptics.org.uk](mailto:bios@orthoptics.org.uk)).**