**Guidelines on Safe Recording of Consultations**

**For Teaching Consultation Skills**

**Use a Web-cam**

Due to the information governance requirements of the NHS, the acceptable way to transfer material for teaching purposes is to record the consultation with a web-cam (using the soft-ware that came with it).

Use of the following we-cams only is permitted;

Windows Live Movie Maker (free with/download from Microsoft) – records and sends live web-cam feeds,

Logitech 9000 Pro Web-Cam (can be bought from Amazon, approx. £45)

Microsoft LifeCam Cinema HD (can be bought from Amazon, approx. £45)

**Use an Encrypted Memory Stick**

Save the file as a .WMV (windows media video) file and then transfer it to an encrypted memory stick supplied by the Health Education North East. Contact Susan Convery (Susan.Convery@nhs.net) with the following information:

         The name and practice where the stick is being sent to;

         The name of whom the invoice should be sent to if different from above (some people use their practice manager).

The person using the stick would receive it by next day special delivery unless it’s a Friday, then its sent Monday for a Tuesday delivery. The trainer will need to set their own password.  A box will come up for them to do this when they plug it in for the first time.

**Remember to save the recording to the memory stick itself and not your server. If in doubt, contact your IT team.**

**Playback**

This recording must be able to playback using Windows Media Player or VLC, both supplied free with windows or available as a free download from Microsoft. Please check your recording is ok, with adequate sound and picture quality before bringing to the teaching session.

**Audio**

If you have problems with volume, an external speaker, such as the X-Mi Mini Speaker (available from Amazon, approx. £15) will significantly enhance audio strength.