

# Clinical photography, video and audio recordings

## Medical Photography Department

### Patient Information Leaflet

#### Introduction

A member of your medical team has requested that we make a recording of you during your treatment. This can be either photographs, or video recordings with or without sound.

We understand that you may not have had clinical photographs, video or audio recordings taken by the Medical Photography Department before. Therefore, we have written this leaflet to answer some of your questions. If you have any further questions, please speak to a member of the team caring for you.

#### Why has my medical team asked for photographs or video recordings of me?

The recordings are a good way of showing your medical condition before, during or after treatment.

The recordings will help the team caring for you to make assessments of how your treatment is progressing. They can do this by comparing your current condition with your previous recording(s) and other test results.

#### Who will photograph me?

Our staff in the Medical Photography Department will take the recordings. They specialise in photographing or filming patients, to produce accurate recordings that show medical conditions clearly.

In addition, our clinical photographers are nationally registered and qualified Medical Illustration Practitioners (RMIPs). These are healthcare scientists who have specialist professional qualifications in clinical photography and video recording.

We have both male and female clinical photographers. If you have a preference and a male or female photographer is unavailable, a friend, relative or suitable healthcare chaperone can accompany you. Alternatively, you can make an appointment at another time.

## Consent

You have the right to control the use of photographs or video recordings that may be taken during the course of your treatment.

**You can refuse to have photographs or videos taken. This will not affect your treatment in any way.** However, if you decide not to have recordings made, your medical team will not have the benefit of these to assess how your treatment is progressing.

Before you attend the Medical Photography Department, a member of your medical team will explain why they think you would benefit from the recording. If you are happy to have the recording made, they will ask you to sign a consent form. This is to show that you understand the explanations and agree to the recordings being made. The recording will only be used in ways that you consent to.

The consent form has three different boxes marked consent types A, B, C. These refer to how the recordings can be used. **You decide how the recordings can be used.**

### Consent type A: Case notes only

If you sign this section, it means that you only consent to your recording being used for your medical care at The Dudley Group NHS Foundation Trust.

### Consent type B: Restricted educational use

We are a teaching hospital and recordings provide a valuable source of education material. A member of your clinical team might ask if you are willing to sign your consent for the recording to be used for the purpose of teaching and educating healthcare professionals and healthcare students.

The recording would only be used within a secure setting within our Trust, the NHS, relevant universities and professional healthcare organisations. It will only be seen by healthcare professionals and healthcare students. This will be in addition to your recording being used for your medical care (consent type A).

### Consent type C: Open publication

As a result of a discussion with your medical team, you may be asked now, or at any time in the future, if you are willing to sign an additional consent form for recordings to be shared for open publication. This means it could be used anywhere, for example, in a research project, published or presented, in a journal, textbook, a display, information leaflet, at a conference or on a website.

The recording(s) may be seen by the general public and be available worldwide on the Internet. It is possible that you may be able to be recognised from the recordings and supplementary medical information. Therefore, full confidentiality and or anonymity are not guaranteed.

This will be in addition to your recording being used for your medical care (consent type A) and consent type B: Restricted educational use.

**If you do not fully understand why you are having your recording made, or any part of the consent form, please ask a member of the team caring for you to explain it more detail.**

## **Where do I go for the recording?**

Our Medical Photography Department is at Russells Hall Hospital. Our studio is situated on the second floor, near to ward C8.

Please follow the signs for Medical Photography Department.

If you are unable to come to the studio, a member of your medical team will ask a photographer to come to your ward or clinic at an agreed time.

## **How long will I have to wait?**

You will usually be seen soon after you have entered the department. However, you may have to wait, if the photographer is busy attending to another patient. We see patients in the order that they arrive. If it is more convenient for you to attend at another time, we can make an appointment for you on another day.

## **What will the clinical photographer ask me to do?**

You will be invited into the studio where the photographer will ask you for your referral form and confirm your details with you. The photographer will check you have signed and understand the consent form.

They will discuss the photographic views or recording with you before taking the pictures or video recording. Feel free to ask your photographer if you have any questions or concerns.

To obtain good, clear pictures, we may ask you to remove items of clothing, spectacles (glasses), jewellery or make up, depending on which parts of your body we are photographing or recording. We sometimes use:

- mirrors and a retractor to see into your mouth. A retractor is a medical instrument used to keep, for example, your tongue away from a particular area of your mouth.
- hair bands and hair grips to keep the hair away from your face

Using cameras, we then take photographs or make a video and audio recording. This does not involve any X-rays but it does use an electronic flash and bright lights. The flashlight is not harmful and is similar to the flash used on a standard camera.

The recording will then be stored securely as part of the hospital electronic records system, ready for your medical team to access.

## What if I change my mind about how the recording will be used?

If you wish to withdraw your consent at any time after the recording has been made, please write to the doctor in charge of your care. Please note that:

**If you have given your consent for type B:** Restricted educational use, and you withdraw your consent, we will stop your recordings being used for this purpose.

**If you have given consent for your recording to be used for consent type C: Open publication,** and you wish to withdraw your consent once the recordings have been submitted for publication, it may not be possible to retrieve or delete all copies of your recordings as they may have been copied or downloaded. In this case, the Trust would not be liable or able to exercise control over their further use.

Withdrawal of consent types B and C will not affect your treatment.

**If you have given consent for type A: Case notes only,** the recording will have been used in planning your treatment, in the same way as an X-ray or blood test. We are therefore not allowed to remove your recording from your case notes, unless you obtain a court order.

## Can I get a copy of the recording?

Yes, you can request a set of your pictures or video and audio recording. These can be purchased through the Medical Records Department. There is a minimum cost of £10.00 (a maximum cost of £50) for this. The cost includes administration fees and the cost of reproducing the recording. It will be discussed with you before you are charged. You can either collect the recording(s) or we can send them to you by Royal Mail Recorded Signed For delivery.

To request the photographs or recording, please telephone 01384 456111 and request an 'Application for Access to Health Records Form'. The Medical Records Department will ask your consultant on your behalf for written permission and then forward your request to the Medical Photography Department.

## Where can I find out more about medical photography and illustration?

Our professional body is the Institute of Medical Illustrators and you can find them on this website:

<http://www.imi.org.uk>

If you want to book an appointment, please contact:

Medical Photography Department on: 01384 456111 ext. 3398 or  
direct line: 01384 244398 (9am to 4.15pm, Monday to Friday)

**This leaflet can be downloaded or printed from:**

<http://dudleygroup.nhs.uk/patients-and-visitors/patient-information-leaflets/>

If you have any feedback on this patient information leaflet, please email  
[patient.information@dgh.nhs.uk](mailto:patient.information@dgh.nhs.uk)

**This leaflet can be made available in large print, audio version and in other languages, please call 0800 073 0510.**

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0800 073 0510。

Ulotka dostępna jest również w dużym druku, wersji audio lub w innym języku. W tym celu zadzwoń pod numer 0800 073 0510.

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Aceasta broșura poate fi pusă la dispoziție tipărită cu caractere mari, versiune audio sau în alte limbi, pentru acest lucru vă rugăm să sunați la 0800 073 0510.

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