

# Checklist: Filming in the OR

## 1. Pre-Production

- Obtain Necessary Permissions
  - Patient consent forms signed and dated
  - Institutional approval from the hospital or clinic
  - Surgeon and OR staff agreements
- Legal and Compliance Checks
  - HIPAA compliance review
  - Privacy and data security protocols established
- Pre-Production Meeting
  - Discuss the objective of the video with the surgical team
  - Identify key moments to capture
  - Agree on camera angles and positioning
- Technical Preparation
  - Confirm sterilization requirements for equipment
  - Plan for lighting and audio requirements
  - Ensure backup equipment is available

## 3. Post Production

- Review and Edit
  - Review footage to ensure patient privacy is maintained
  - Edit for clarity, educational value, and engagement
  - Get feedback from the surgical team on the draft video
- Compliance and Final Checks
  - Perform a final privacy and compliance review
  - Finalize and approve the video for distribution
- Archiving and Distribution
  - Securely archive the raw and edited footage
  - Distribute the video according to the planned channels and audience

## 2. Day of Filming

- Check-In and Briefing
  - Complete any necessary health and safety briefings
  - Dress in appropriate surgical attire, including masks and scrubs
- OR Setup
  - Position cameras without interfering with the OR team
  - Double-check audio and video equipment functionality
  - Establish non-verbal communication signals with the team
- Filming Protocol
  - Ensure minimal interference with the medical staff
  - Continuously monitor for compliance with privacy regulations
  - Adjust as needed to capture essential footage

## 4. Vendor & Team Preparations

- Select Experienced Production Team
  - Verify experience in clinical settings
  - Check for understanding of OR protocols and sterile technique
- Equipment and Insurance
  - Ensure the production team has appropriate, sterilizable equipment
  - Confirm the team has up-to-date vaccinations and liability insurance
- References and Portfolios
  - Review the production team's previous work in similar environments
  - Contact references from past projects in healthcare settings