




Filming and Photography in the CRF

EMCRF_OR-SOP-031_FilmingPhotographyCRF_V1.0

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1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how requests to film in the Clinical Research Facility (CRF) must be handled and the specific requirements for filming or photography assignments at the Facility.

2 Introduction

The CRF (Clinical Research Facility) receives regular requests for filming and photography, generally for media assignments organised through the University of Oxford, NHS Foundation Trust Communication Department or other Oxford University Hospitals departments.

The presence of camera equipment, operatives, and journalists has the potential to disrupt the day-to-day work of the CRF or result in unsafe or near-miss situations.

3 Scope

The CRF encompasses the NOC Clinical Research Facility (CRF) and the Experimental Medicine Clinical Research Facility (EMCRF). This document outlines the requirements for all of these locations, hereafter referred to collectively as the CRF.

This SOP applies to all visitors to the CRF wishing to undertake filming or photography, whether internal or external to Oxford University or Oxford University Hospitals.

4 Responsibilities

- 4.1 The CRF Admin is responsible for ensuring that filming and photography requests take place at a time that will be minimally disruptive to the day-to-day operations of the CRF.
- 4.2 The communication officer/organiser facilitating the media request is responsible for ensuring that visitors to the facility are aware of this SOP and understand the constraints and requirements for filming or photography at the CRF. They are also responsible for supervising visitors to the facility at all times.
- 4.3 Visiting film crews, journalists, and photographers are responsible for ensuring that they conduct themselves safely and with minimal disruption to CRF staff and activity at all times when visiting the facility. They are also responsible for ensuring that the CRF receives appropriate credit in any film or photography produced as a result of their visit (see section 5.11).

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5 Procedure

5.1 Requests

- Any requests for filming at the CRF should be directed in the first instance to the CRF Admin, who will, if necessary, alert the Operation Director of the CRF for assessment. The filming access request form can be completed [here](#).
- Filming or photography requests should relate to research being conducted in the CRF, OUH or Oxford University. Where the request does not relate to these organisations, it can be approved only at the discretion of the CRF Admin or CRF Director.
- In the event that more than one request to film or photograph in the CRF facilities at the same time arises, and if it is not possible to fulfil both requests, priority will be given to media requests that highlight work related to CRF activity.
- The CRF Admin will be informed of the requested date, time, and location for filming and reserves the right to decline filming or photography requests at any time if they are judged to be likely to disrupt the day-to-day operations of the CRF.

5.2 Conducting filming and photography in the CRF

- The Communication officer or organiser facilitating the media request should meet the visitors at the planned time and escort them to the CRF.
- Filming outside the CRF (e.g., in hospital corridors or outside) is not permitted without prior approval from relevant institution ie: OUH Trust (NOC CRF) or Oxford University (EMCRF).
- Upon arrival, all visitors must sign in to the facility and be given a brief health and safety induction by the CRF Admin or an appropriate personnel.
- The CRF is a working research facility, and visitors must be mindful of this in their conduct at the facility. Certain areas of the facility (e.g., Occupied overnight room or consulting room) may be entirely off-limits to visitors, due to critical safety reasons. Visitors who are planning to bring any potentially unsafe or contaminating material (e.g., food, medicine) to the CRF must discuss their plans with the CRF Admin in advance of their visit. The CRF Admin reserves the right to halt any filming taking place that is deemed to be unsafe or to pose a contamination risk to the facilities.
- The safety and wellbeing of patients and CRF staff take precedence over all other concerns. If visitors wish to film or photograph active areas of the CRF, they must ask the consent of any individuals present using the OU or OUH filming consent process form and Oxford University Filming consent form can be downloaded from [here](#). Filming in corridors or other access points must take place only with the prior approval of the CRF Admin.
- When filming is complete, the Comms officer facilitating the media request should escort the visitors from the premises and ensure that any locations used for filming are returned to the state in which they were found.

5.3 After filming or photography has taken place

- Films or photographs taken at the CRF should credit the facility as follows: “With thanks to the NIHR Oxford CRF (Clinical Research Facility).” Where an on-screen or voiceover credit is not possible, alternative arrangements should be made with the CRF Admin.
- The CRF Admin should be notified when the film or photograph is published and, where possible, included in the sign-off process.

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6 Related documents

[OUH Filming, photography and publicity patient consent form](#) [Oxford University PHOTOGRAPH / FILMING / INTERVIEW CONSENT FORM](#)

7 Change history

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-	-	Not applicable, this is the 1 st version		NA