Simulation Center Operating Policies and Procedures
GENERAL INFORMATION POLICIES

Policy # 1. Scheduling of simulated experiences

PURPOSE: This Simulation Center policy is to designate the appropriate resources for all simulated-based learning experiences. These experiences can include an array of structured activities that represent actual or potential situations in education and practice and allow participants to develop or enhance knowledge, skills, and attitudes or analyze and respond to realistic situations in a simulated environment or through an unfolding case study (Pilcher, Goodall, Jensen, Huwe, Jewell, Reynolds, & Karlson, 2012).1

REVIEW: This policy shall be reviewed July 1 of each odd-numbered year by the Director and Advisory Committee.

Policy: To ensure fair and equitable allocation of the resources available through the simulation center, all partners (external and internal) are required to complete an online reservation form. Any changes to the initial request must be submitted via online form.

Deadlines for reservations will vary according to the requested simulated learning environment.

Procedure:
1. Simulation Center reservations shall be made via http://www.uiw.edu/circle/circlesimulationsreservations.html

2. All users of the Simulation Center are required to leave the area in the condition that it was found prior to their departure.
   a. All reservations must be made 4 weeks in advance
   b. The simulation coordinator will collaborate with requesting faculty to determine the most appropriate supplies/equipment for the requested simulation activity

1Clinical Simulation in Nursing, (2013) 9, S3 – S11 Standards of Best Practice: Simulation Standard I: Terminology
Policy # 2. Scenario Development

PURPOSE: This Simulation Center policy ensures all simulated–based learning experiences are developed and supported by evidence-based research.

REVIEW: This policy shall be reviewed July 1 of each odd-numbered year by the Director and Advisory Committee.

Policy: Simulated–based learning experiences offered in the Simulation Center shall be developed and supported by evidence-based research in an effort to promote clinical judgment. It is highly recommended that faculty collaborate with the simulation coordinator in the development of their scenarios.

All faculty developed scenarios will be available for other faculty wishing to utilize the Simulation Center.

Commercially prepared scenarios are available for faculty use on the Simulation Center Bb Learn® site.

Procedure:
1. All faculty developed scenarios should follow the template adopted by the Robert J and Helen C Kleberg Center for Innovative Research and Clinical Learning and include the following:
   a. Congruency with QSEN (Quality and Safety in Nursing) standards, participating health professions national test exam blueprint and program outcomes.
   b. Address the domains of learning (cognitive, affective, and psychomotor),
   c. Correspond to the learner’s knowledge level and experience, and
   d. Incorporate evidence-based practice.
   e. Achievable with an appropriate timeframe
   f. Use facilitation methods congruent with simulation objectives and expected outcomes.
   g. Utilize a structured framework for debriefing

1Clinical Simulation in Nursing, (2013) 9, S15- S18, Standards of Best Practice: Simulation Standard III: Participant Objectives

2Clinical Simulation in Nursing, (2013) 9, S19- S21, Standards of Best Practice: Simulation Standard IV: Participant Assessment and Evaluation

3Clinical Simulation in Nursing, (2013) 9, S22- S25, Standards of Best Practice: Simulation Standard V: Facilitator

4Clinical Simulation in Nursing, (2013) 9, e26 – e29, Standards of Best Practice: Simulation Standard VI: The Debriefing Process

5Clinical Simulation in Nursing, (2013) 9, S3 – S11 Standards of Best Practice: Simulation Standard I: Terminology

11/2011; 082013
Policy # 3. Operating Hours

PURPOSE: This Simulation Center policy is to provide users with hours of availability.

REVIEW: This policy shall be reviewed July 1 of each odd-numbered year by the Director and Advisory Committee.

Policy:
In order to properly secure and maintain the equipment and facility, access to the Simulation Center must be closely coordinated. The Simulation Center can be accessed during regular operating hours and will be closed on all official university holidays.

Open Lab (Room 306) hours will be posted on the door.

All users of the Simulation Center are required to leave the area in the condition that it was found prior to their departure.

Procedure:
1. Simulation Center reservations shall be made via http://www.uiw.edu/circle/circlesimulationsreservations.html

2. Some situations could warrant financial obligations negotiated with the Director of the Simulation Center.

3. Utilization of the Simulation Center outside of “regular operating hours” can be arranged with the Director or Simulation Coordinator.
# 4. Remediation/Tutorial

**PURPOSE:** Remediation is the act or process of correcting a performance gap. This Simulation Center policy is to identify remediation/tutorial protocols involving simulation.

**REVIEW:** This policy shall be reviewed July 1 of each odd-numbered year by the Director, and Advisory Committee.

**Policy:**
- Simulated-based learning experiences for remediation/tutorial purposes must be referred by course faculty.
- All simulation remediation/tutorial activities must be completed within the Simulation Center.

**Procedure:**
1. Course faculty should notify the Simulation Coordinator for a pending student remediation.
2. Faculty should provide the topic/skill required for student’s remediation/tutorial activity and provide a grading rubric.
3. The Simulation Center faculty/staff is responsible for the preparation and student verification of remediation referral activities.
4. Remediation should be completed within two weeks of course faculty referral.

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Policy

# 5. Offsite Use and Check-Out of Equipment/Supplies/Simulators

PURPOSE: This Simulation Center policy is to ensure proper utilization of equipment.

REVIEW: This policy shall be reviewed July 1 of each odd-numbered year by the Director, and Advisory Committee

Policy:

The Simulation Center allows students, faculty and partners to check out specific equipment, simulators and supplies. The responsibility for equipment damage is assumed by the requestor and monetary compensation is required if damaged. Any equipment with the cost of $1,000 or greater shall not to be checked out to students. Check out of equipment of greater than $1,000 by faculty and partners must be approved by the Simulation Coordinator.

Procedure:

1. All supplies/equipment and/or simulators costing $10,000 or greater requires Simulation Center faculty/staff to accompany the equipment. Simulation faculty/staff shall be responsible for all aspects of manikin utilization.

2. All supplies/equipment and/or simulators costing $0.00 - $9,999 utilized outside the Simulation Center is the responsibility of the sponsoring faculty member. Faculty must demonstrate appropriate skill acquisition of the equipment (e.g. manikins, defibrillator, ventilator, audiometers, BP cuffs) prior to leaving the Simulation Center.

3. Faculty borrowing supplies/equipment or simulators must accept responsibility for any damages requiring repairs or maintenance.

4. All supplies/equipment must be returned within one week.

5. Under no circumstances may needles, syringes, or Foley catheters be removed from Simulation Center.

6. Fees related to the use of specific supplies/equipment and/or simulators shall be determined by the Simulation Center.
Policy

# 6. Universal Precautions, Safety and Security

PURPOSE: This Simulation Center policy assures universal precautions, safety and security are implemented throughout the Center.

REVIEW: This policy shall be reviewed July 1 of each odd-numbered year by the Director and Advisory Council

Policy:
Food is not allowed in the patient areas. Drinks with lids are allowed in debriefing room only. Individuals with identified medical conditions that require exceptions should discuss this with their clinical faculty. Simulation Center faculty/staff must be made aware of the exception by the student.

1. Under no circumstances may needles, syringes, and foley catheters be removed from Simulation Center areas.
2. Hand washing or use of hand sanitizers shall be part of practice in the Simulation Center.
3. All injuries shall be reported to the Simulation Center faculty/staff.

Procedure:
1. All injuries shall be reported to the Simulation Center faculty/staff. If an injury occurs with a needle or other sharp instrument, wash the wound thoroughly with soap and water as soon as possible. Cover with a clean dressing and report injury immediately to the Simulation Center faculty/staff. The student or staff member will be referred to the Health Clinic. Please refer to the profession specific policy regarding clinical injuries handbook for appropriate forms.
2. Any damage to equipment or operating problems is to be reported to the Simulation Center faculty/staff.
Policy: #7. Practicing Invasive Procedures

Purpose: This Simulation Center policy ensures that invasive procedures may be practiced in the Simulation Center only using simulation.

Review: The Director and Clinical Simulation Coordinator of the Simulation Center shall review this policy July 1 of each odd-numbered year.

Policy:
Performing skills such as IV insertion on a person who does not need the procedure for therapeutic purposes without their written consent creates unnecessary legal liability, risk of injury and blood/body fluid exposure.

Procedure:
1. Skills involving invasive procedures may be practiced in the simulation lab area only using simulation.

2. Equipment for practice should be obtained from and used in the simulation lab area only.

3. It is unethical to utilize equipment from the lab, hospital, or any other clinical agency for the practice without appropriate authorization.

4. Students must not practice the invasive portion of skills such as IV insertion, IM injections, etc., on each other, on clinical instructors, preceptors, or anyone else under any circumstance.

5. Following lab instruction and successful completion of the skill check, students may perform invasive procedures such as IV insertion with the supervision of faculty or registered nurse on a patient who has a therapeutic need for the procedure.

6. Exception to the above criteria may occur with the utilization of standardized patients. Policy and procedures under this exception is currently being developed.

Clinical Simulation in Nursing, (2013), 9, Standards of Best Practice (TBD)

11/2011; 082013
Policy # 8. Research, Grants, and Publication

PURPOSE: This Simulation Center policy allows for the coordination of research, grants, and publication activities.

REVIEW: This policy shall be reviewed July 1 of each odd-numbered year by the Director and Advisory Committee.

Policy: The CIRCLE encourages interprofessional education and collaborative practice (two or more professions) collaborative research. Any research, grant, and publication activities that require use of the Simulation Center and its resources and/or time from its faculty/staff should be coordinated with the Simulation Center Director.

Adequate time is required for coordinating and scheduling research related activities. Requesting assistance at least 3 to 6 months prior to the requested research activity, grant deadline, or publication submission is recommended. This period may be modified depending on the funding source and research grant requirements. Contact with the Simulation Center Director shall be made as early in the preparation process as possible.

Procedure:
1. Prospective researchers must complete Human Subjects Protection training through the Collaborative Institutional Training Initiative (CITI). Faculty exploring funding opportunities shall complete necessary forms and follow procedures required from UIW Grants Office (http://www.uiw.edu/grants/forms.html).

2. During the planning phase, prospective researchers must meet with the Simulation Center Director three (3) to six (6) months prior to a planned research activity.
   a. Researchers shall be prepared to discuss logistical considerations for the activity, such as the role of the Simulation Center faculty/staff, timeframe, supplies, space, and personnel needed.
   b. Requestors should consider how the Simulation Center faculty/staff shall be involved as the grant/research co-investigator and publication co-author relevant to the level of involvement they expect of the Simulation Center faculty/staff.

3. Any publications or presentations completed as a collaborative effort with the Simulation Center shall be conducted utilizing a team approach. While you are not required to complete the TeamScience module, it is highly recommended. http://obssr.od.nih.gov/training_and_education/web_based_learning_opportunities.aspx
Policy

# 9. Certification Courses (CPR, ACLS, PALS, etc)

PURPOSE: This Simulation Center policy is to ensure all certification courses maintain national standards.

REVIEW: This policy shall be reviewed July 1 of each odd-numbered year by the Director and Advisory Committee

Policy:
All certification courses provided in the Simulation Center shall adhere to the standards set forth by the accrediting agency (e.g. American Heart Institute)

Procedure:
1. A copy of administrative manuals for all certification courses must be available in the Simulation Center.
2. Have appropriate equipment and supplies to conduct the specific course available in the Simulation Center (It is the responsibility of the course facilitator to ensure necessary equipment/supplies is available).
3. The pedagogy of simulation (pedagogy using one or more typologies to promote, improve, or validate a participant’s progression from novice to expert, Benner, 1984; Decker, 2007) should be evident in all certification courses conducted in the Simulation Center.
4. All certification courses shall be charged an appropriate utilization fee.

1Clinical Simulation in Nursing, (2013) 9, S15- S18, Standards of Best Practice: Simulation Standard III: Participant Objectives

Clinical Simulation in Nursing, (2013) 9, S15- S18, Standards of Best Practice: Simulation Standard III: Participant Objectives
Policy: # 10. Archiving Policy

PURPOSE: This Simulation Center policy ensures that property is disposed properly.

REVIEW: This policy shall be reviewed July 1 of each odd-numbered year by the Director and Advisory Committee

Policy: The Simulation Center shall adhere to the University of the Incarnate Word policy in establishing responsibility and policy regarding archiving of digital audio-visual records.

Procedure:
1. Learners Digital-Audio-Visual Records:

2. Digital-audio-visual recordings from either advanced patient simulations or standardized patient encounters shall be stored on-site during and throughout your enrollment in your program.

3. Records shall be stored in electronic format and archived in the Simulation Center library for five [5] years

4. Materials (scenarios, cases, checklists, etc.) for standardized patient encounters and/or advanced patient simulations shall be stored long as the materials are administratively useful.