
Allied Health Simulation Lab Policies and Procedures Manual

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Victoria College (VC) Simulation (SIM) Lab Policies and Procedure Manual is provided on-line only and is available on the VC Allied Health Clinical Orientation & Requirements website <http://victoriacollege.edu/Explore/ProgramsCourses/HealthCareers/AlliedHealthClinicalOrientationRequirements>

At the end of this manual, there is an acknowledgement and consent form that must be signed and turned in to faculty/appropriate personnel to be able to participate in any simulation activities.

SIM LAB 100.1 Confidentiality

PURPOSE: This SIM Lab policy is to inform all VC faculty, staff, students, and external users utilizing the simulation lab for activities.

POLICY/PROCEDURE

1.0 Policy

All VC Sim Lab users will respect privacy and maintain confidentiality at all times.

2.0 Procedure

- A. It is essential for all users of the VC Sim Lab to adhere to the VC handbook and VC Nursing Programs Handbook on Privacy and Confidentiality according to HIPAA and/or FERPA regulations.
- B. All VC faculty, staff, and students complete initial HIPAA and/ or FERPA privacy and security training and education as set for by Federal and State law. Updated training should take place every year based on the calendar year.
- C. During simulation/lab activities, faculty/facilitators are reminded to maintain confidentiality of student performance and/or information while conducting simulation. Faculty located in control rooms may be unaware students in the simulations rooms can overhear faculty/facilitator comments; therefore, faculty are requested to conduct debrief/feedback sessions in a designated debrief room, at the bedside or in a patient simulated room.
- D. If an individual violates the above policies, the Dean of Allied Health, Program Chair, and/or Simulation Coordinator will meet with the individual as deemed appropriate.

SIM LAB 100.2 Professional Conduct: Student Dress Code for VC Sim Lab

PURPOSE: To establish professional conduct and dress code to comply with the VC Sim Lab policy and provide a safe, professional work, and learning environment.

1.0 Policy

While present in the VC Sim Lab, students will act professionally, adhere to a dress code that will (1) comply with VC Sim Lab Policy; (2) promote safety; and, (3) promote a professional environment.

2.0 Procedure

- A. Appropriate Identification Badge- Refer to the Allied Health Programs handbook regarding uniform and personal appearance.
- B. Attire- While participating in simulation-based activities and lab/open lab activities, students are required to wear appropriate professional attire (suitable for the simulated experience setting).

Appropriate attire to maintain and role model professionalism is identified as clinical attire defined as:

- a. Uniforms or scrubs
 - b. Close-toe shoes
 - c. Appropriate identification badge
 - d. Any other attire is inappropriate
- C. Professional conduct includes: adherence to FERPA standards and confidentiality related to testing, debrief, and simulated experiences to maintain the psychological and physical safety of individuals involved in simulated-based experiences.
 - D. Manikins and simulators are to be treated with the same consideration and respect as live individuals (appropriate draping and privacy, etc.).

SIM LAB 100.3 Professional Conduct and Behavior for VC Sim Lab for Faculty/ Staff/ Students and External Users

PURPOSE: The VC Sim Lab policy is to establish a faculty, staff, student, and external users professional conduct and behavior to provide a psychologically and physically safe, respectful, considerate, and motivating work and learning environment.

1.0 Policy

While present in the VC Sim Lab, VC staff, faculty, students, and external users will act professionally, be respectful, and considerate of others.

2.0 Procedure

- A. Professional behavior includes adherence to FERPA standards and confidentially related to testing, debrief, and simulated experiences
- B. All communication (written and non-verbal) is respectful and considerate at all times.
- C. During simulation/lab activities, all electronic devices (including personal devices) are only used for business/professional functions (with exception of employee/student breaks).
- D. Employees may decide if they wish to use their personal device for business purposes.
- E. During simulation and lab activities, mobile devices will be used for business/professional purposes only. Personal phone calls/texts should be kept to a minimum. Personal conversations should be considerate of others and held in a private location.
- F. Guidelines for professional behavior:
 - 1) Individuals are reliable, honest and display integrity
 - 2) Never misrepresent or falsify information and/or actions
 - 3) In managing conflict and/or disagreements, individuals are expected to communicate professionally and respectfully with the individuals involved in the situation using professional negotiation/conflict resolution skills. If conflicts are not resolved among the parties

involved, individuals are expected to follow the appropriate chain of command

- 4) Participate and communicates as a member of the team
- 5) Demonstrates respect for others dignity and rights
- 6) Maintains a professional demeanor, even when stressed
- 7) Conforms to the VC Sim Lab policies and appropriate Allied Health Programs student handbook governing behavior
- 8) Recognizes personal limits and seeks appropriate assistance as necessary
- 9) Accepts and incorporates constructive feedback in a positive, non-defensive manner
- 10) Accepts responsibility for failure or errors

SIM LAB 100.4 Operating Hours

PURPOSE: This VC Sim Lab policy is to inform individuals of the regular business hours which are 8 a.m. to 4:30 p.m. Monday through Friday with the exception of holidays and summer hours. For any allied health programs that utilize practice time and/or open lab- defined dates and times will be provided by the course coordinator.

1.0 Policy

In order to provide adequate security, access to the VC Sim Lab must be closely monitored. VC Sim Lab may be accessed during regular operating hours from 8 a.m. to 4:30 p.m. Monday through Friday. The VC Sim Lab will be closed on all official college holidays. After hour usage must be approved by the Dean of Allied Health and the Simulation Coordinator.

2.0 Procedure

- A. Scheduling of specific courses and/or utilization of the VC Sim Lab after hours should be coordinated at least two weeks prior to the requested activity via the online reservation (EMS Room Scheduler).
- B. Keycard access is available for approved individuals for selected 24-hour areas where applicable.
- C. All users of simulation labs are required to leave the area in the condition that it was found. Conditions that do not reflect pre-activity standards requiring excessive maintenance by simulation lab staff will result in reporting to the Dean of Allied Health.

The Dean will contact the individuals and instruct the faculty, students, and/or guest to return to the lab immediately for cleaning.

SIM LAB 100.5 Universal Precautions Related to Food and Drink

PURPOSE: The policy is that no food or drinks are allowed throughout the lab areas with the exception of the simulation lab activity.

1.0 Policy

With the exception of the simulation lab activity, no food, drinks, candy or gum are allowed throughout the lab areas. Individuals with identified medical conditions that require exceptions should discuss this with the Disability Support Services, located in the Advising and Counseling Offices and provide the documented ADA exception. If a student is not feeling well during their simulation or lab activity, they should notify a faculty member or lab personnel immediately.

2.0 Procedure

Any food, drinks, candy or gum will be disposed of properly if found by the faculty/staff. An anecdotal will be written and placed in the student file if policy not adhered to as specified.

SIM LAB 100.6 Utilization of Simulators and Equipment

PURPOSE: This VC SIM Lab policy is to ensure that all users receive the appropriate training to promote effective learning.

1.0 Policy

Due to the cost of simulators and equipment, special considerations must be taken before utilization. Users, both internal and external, are required to attend orientation/training prior to using designated simulators and/or equipment. The training will be tailored according to the specific features of individual simulators and/or equipment.

2.0 Procedure

- A. The simulation lab personnel and/or staff will provide simulation in- services as deemed necessary. The dates and registration information will be publicized. In-services will be held at the beginning of each fall and periodically throughout the year.
- B. Instruction on specialized equipment (simulators, haptics) requires individualized orientation sessions prior to use. These orientations must be scheduled with the simulation lab designated personnel. Please schedule at least one week in advance to ensure your needs can be met. Non VC employees must provide a 3 week notice. Notification must be via email.
- C. Failure to comply with policy will result in the user not being able to participate in any simulation activities and/or asked to leave the simulation labs (HSC 222, 223, 223A/B, 226, 226A/B, 228, 229, and 229A/C/D). The Dean of Allied Health will be notified as deemed necessary.
- D. Following is a list of specified equipment requiring orientation/training prior to use and updated by the lab personnel annually:
 - 1) High fidelity: For example, SimMan, Victoria, 5 yr old Hal, Hal, Tory
 - 2) Mid fidelity: For example, VitalSim, Nursing Kelly/Ann
 - 3) Low fidelity: For example, Partial Trainers- no computer parts manikins
 - 4) Haptic: For example, IV Simulator
 - 5) Specific Medical Equipment: For example, Med Dispense, pumps
 - 6) AV Equipment and Digital Audio-Visual Recording System: for example, cameras, computers
- E. Cleaning and maintenance of the various equipment is within the Sim Lab. For a descriptive list of inventory, see Inventory List in the AHSecure, [T:\ADN Program\Lab Supplies List](#) or AH_SHARE, [S:\LAB SUPPLY LIST FOR VNs](#)

SIM LAB 100.7 Maintenance of Simulators and Equipment

PURPOSE: This VC Sim Lab policy is to ensure that all simulators and equipment are maintained appropriately to prevent disruptions to effective learning.

1.0 Policy

Due to the cost of simulators and equipment, maintenance and care of the equipment must be performed after utilization and as needed by the program's simulation specialist or technicians. Users, both internal and external, are expected to inform the simulations centers' personnel of equipment or simulator malfunction.

2.0 Procedure

- A. Refer to the specific equipment manuals related to cleaning and preventive maintenance.
- B. Cleaning is required after each use by designated simulation personnel per manufacturer recommendations and national guidelines.
- C. Equipment manuals are stored at a designated central location at each simulation center.
- D. For quick reference, designated personnel can also refer to the Simulation Technician Quick Reference Guide that is stored in the lab.
- E. In addition to ongoing equipment maintenance, the simulation lab will send off non-working medical equipment if necessary.
- F. Hand hygiene and gloves are mandatory by all faculty/staff, lab personnel, students, and external users during simulation/lab activity with any of the manikins/simulators, to protect their integrity.
- G. ALL manikins/simulators will remain in their bed and location unless approval to move them is obtained from the Simulation Lab Coordinator.

SIM LAB 100.8 Simulation-Based Experiences

PURPOSE: This VC SIM Lab policy promotes simulated-based activities to be developed and supported by evidence-based research.

1.0 Policy

Simulation-based experiences include the pre-brief (briefing), scenario, and debrief. All simulation-based experiences should be developed and supported by the most recent evidence-based data, best practices, or nationally recognized simulation theory. A database of simulation-based experiences will be compiled into the faculty Tdrive/ Share drive and available to faculty. The faculty responsible for development of the simulation-based experience will be given authorship.

2.0 Policy

- A. All simulation-based educational experiences are written with the understanding that they could be available and utilized by other users with the author's permission.
- B. All simulation-based experiences should integrate standards of best practices simulation (INACSL Standards of Best Practice: SimulationSM [INACSL] <https://www.inacsl.org/i4a/pages/index.cfm?pageID=1>) and have a foundation based on a nationally accepted simulation theory.
- C. All simulation-based assessment/evaluation experiences will be maintained in the Sim Lab coordinator and will not be released to another faculty unless written approval is obtained from the original author.
- D. In-services will be provided to faculty and partners for the development of simulated experiences. Dates for training seminars will be emailed. A list of webinars are available from Gaumard. Updated calendars will be provided and emailed to the faculty by the Simulation Lab Coordinator.
- E. It is mandatory that scenarios be reviewed by Simulation Coordinator and Program Chair and the scenarios piloted prior to use.

- F. Simulation-based experiences will be reviewed on an annual basis and/or when appropriate to reflect current evidence-based data and best practices.
- G. Scenarios developed by VC SIM Lab faculty are under the faculty Tdrive/Share drive.

SIM LAB 100.9 Set-Up/Tear Down

PURPOSE: This VC SIM Lab policy is to ensure proper set-up and tear-down of all simulated experiences

1.0 Policy

Scenario set-up and tear-down are the responsibility of simulation center personnel. Setups will be completed utilizing the simulation template submitted through email to the simulation lab coordinator.

All VC, non-VC faculty/instructors, students, and external users are expected to leave the simulation space in the same manner that it was found in, clean, organized and proper disposal of all sharps and trash.

2.0 Policy

A. Set-ups by designated simulation staff

- 1) 1 week prior to the simulation-based experience, simulation lab personnel will review the request and acquire the necessary manikins, equipment, simulators, and supplies.
- 2) The set-up(s) will be completed and reviewed by simulation lab personnel (when possible, dependent on the lab's space utilization) at least 24 hours before the beginning of the simulation-based experience.
- 3) All VC and non-VC faculty/instructors/staff responsible for the simulation-based experience should review the set-up(s) at least 1 hour before the scheduled experience. Any additions or corrections will need to be made by the faculty/instructor/staff if time, equipment and supplies allow.

B. Tear-down by designated simulation staff

- 1) The tear-downs will be initiated after the completion of a simulation-based experience.
- 2) All manikins, simulators and equipment must be cleaned and inspected (maintenance to be initiated if needed) prior to being stored.

3) All tape, wounds, IVs, and moulage should be removed within 24 hours to prevent damage. Exceptions to this time frame can be made in regards to scenarios lasting consecutive weekdays.

4) Manikins and equipment must be stored in its proper case or designated bed and location.

SIM LAB 100.10 Independent Study and Remediation Protocols

PURPOSE: This VC SIM Lab policy is to clarify independent study and remediation protocols involving simulation.

1.0 Policy

Simulation-based experiences for independent study and/or remediation purposes may be scheduled in the simulation labs.

2.0 Policy

- A. Faculty/instructors and Simulation Lab Coordinator are responsible for designing, providing and evaluating any remediation activity.
- B. Learners can schedule independent simulation-based study-practice time by contacting the Simulation Lab Coordinator. Reservation needs to include supplies and equipment needed for the experience.
- C. An online reservation via email to the Simulation Lab Coordinator, including supplies and equipment, must be submitted for remediation activities by the faculty.
- D. Walk-in independent study or remediation activities will be accommodated based on available space, time, equipment, simulators and supplies.
- E. The simulation lab personnel are responsible for the set-up and tear-down of all independent studies and remediation activities, unless provided by faculty.

SIM LAB 100.11 Tours

PURPOSE: This VC SIM Lab Simulation Program policy is to establish guidelines for scheduling tours in the VC SIM Lab simulation labs.

1.0 Policy

The simulation labs have expensive equipment, simulators, and computers requiring protection. Anyone who would like a tour is to submit their request to the Coordinator at least 1 week in advance.

2.0 Policy

- A. Visitor groups/individuals are welcome to tour the simulation labs. A one week advance notice is preferred via email or phone request with the Dean of Allied Health, Chairs in coordination with the Simulation Lab Coordinator. Visitor groups/individuals who have not submitted a request in advance will be required to do so upon arrival for the tour.
- B. Requests submitted to the Coordinator will be assigned to the appropriate simulation lab faculty or staff.
- C. Tours will be conducted by a simulation lab employee when appropriate.
- D. Not all equipment is available nor appropriate for tours (dependent on age groups).
- E. Tours will only be conducted during business hours unless approved by the Dean of Allied Health and/or Simulation Lab Coordinator.
- F. A confirmation e-mail will be sent to the requester once the tour date has been scheduled.
- G. Tours for educational purposes, that include individuals under 18, must be accompanied by an adult(s). The group should not exceed a 1:25 ratio when touring the labs.

SIM LAB 100.12 Adherence to CDC's Recommendations Specific to Universal Precautions

PURPOSE: The VC SIM Lab policy is to ensure that users adhere to the CDC's recommendations specific to Universal Precautions.

1.0 Policy

All users must adhere to the CDC's recommendations specific to universal precautions while participating in simulated and/or lab experiences (within the labs or in-situ).

2.0 Policy

- A. Refer to the CDC Website:
<https://www.cdc.gov/niosh/topics/bbp/universal.html>
- B. In the event of an accidental needle stick, sharps injury, or exposure to blood and/or contagious body fluids policies established by appropriate allied health program will be followed (Appropriate form under VC Portal, Human Resources). The completed report will be kept by the lab coordinator and a copy sent to the Dean of Allied Health.
- C. Hand hygiene, when entering and leaving the simulation labs is mandatory. Sanitizers are available in each lab/sim room, and on the medication carts.
- D. Gloves must be worn when handling all manikins/simulators during lab activities/simulations.
- E. **If learners/faculty are not observed performing hand hygiene by a standardized patient, external users, or participant, they have the right and are expected to request the learner/faculty to perform hand hygiene prior to physical contact. This includes all simulation-based activities both learning and assessment.**

SIM LAB 100.13 Professional Development Requirements for Faculty/Facilitators Engaged in Simulation

PURPOSE: This VC SIM Lab policy is to ensure that all faculty/facilitators engaged in simulation understand the educational theories associated with and are prepared to follow the standards of best practice for simulation.

1.0 Policy

It is the right of the learner to have high quality simulation-based experiences facilitated by competent clinical educators who are trained in providing theory-based simulations.

2.0 Policy

- A. All faculty/authors are responsible for adhering to current evidence-based practice guidelines to promote transfer of knowledge and skills into the clinical environment to provide safe quality patient care.
- B. Faculty/facilitators teaching with simulation are required to attend the VC Simulation Lab's orientation, in-service, and updates.
- C. Faculty/facilitators conducting simulations are required to conduct simulation experiences adhering to national standards of best practice for simulation by:
 - 1. Providing evidence of attendance at in-services, conference sessions related to simulation, course work on simulation instruction, simulation-based certifications, and/or targeted work with an experienced mentor. The above evidence should include content:
 - i. Incorporating educational theories associated with simulation;
 - ii. For creating an educational environment that encourages active learning, deliberate practice, and reflection;
 - iii. For utilizing facilitation methods congruent with simulation objectives/expected outcomes

- D. Faculty/facilitators are expected to refer to and follow the policy, SIM LAB 100.22 Use of Simulation Supplies and Equipment for Diagnostic Purposes or Actual Patient Care.

SIM LAB 100.14 Orientation for VC SIM Lab Faculty (Non-Simulation Program Personnel)

PURPOSE: This VC SIM Lab policy is to ensure that all users receive the appropriate training/orientation to promote effective student learning and assessment. Additionally, this policy will define the appropriate faculty qualifications for utilization of simulators and proper educational principles and pedagogy for simulated-based activities.

1.0 Policy

Due to the cost of simulators (such as advanced patient simulators and haptics), special considerations have to be taken before use. To utilize specific simulator, all users both internal and external are required to attend an orientation/training. The training will be tailored according to the specific features of individual simulators.

Prior to any activity, faculty must be properly trained how to use the Gaumard/Laerdal simulators specific to their area of practice by Simulation Lab Coordinator and/or staff. There will be an orientation class for both new faculty and current faculty allowing the opportunity to attend regarding updates. If the faculty is not properly trained/oriented by Simulation Lab Coordinator and/or staff, then the faculty member will not be allowed to use the equipment/simulator until being trained/oriented properly, and the Dean of Allied Health will be contacted.

Faculty, when teaching with simulation, are to adhere to International Nursing Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice: Simulation <http://www.inacsl.org/i4a/pages/index.cfm?pageid=3407>. These standards are evidence-based and have been reviewed by interprofessional health care experts. More specifically, faculty are to adhere to INACSL Standard III: Participant Objectives, Standard IV: Facilitation, Standard VI: The Debriefing Process, and Standard VII: Participant Assessment and Evaluation.

2.0 Procedure

- A. The Simulation Lab Coordinator and staff will provide periodic simulation in-services related to educational principles specific to simulation. The coordinator will notify faculty/staff when an in-service is deemed necessary.

B. The content of the in-service for faculty includes, but is not limited to:

- 1) Simulation as a learning strategy
- 2) Simulation-based evaluation/assessment of learners
- 3) Simulation modalities
- 4) Designing simulation experiences
- 5) Critiquing simulation experiences
- 6) Integrating simulation into curricula/programs
- 7) Strategies for feedback and debrief
- 8) Overview of Simulation Program policies
- 9) Overview of digital/audio visual system
- 10) Confidentiality of student performance/information, particularly while conducting a simulation-based activity.
- 11) Specific to pre-licensure nursing faculty, the National Council of State Boards of Nursing (NCSBN) published national simulation guidelines for pre-licensure nursing programs which require all pre-licensure faculty who use simulation for teaching and/or assessment adhere to the guidelines available at <T:\ADN Program\Simulation\NCSBN SIMULATION GUIDELINES>.

12) If unable to attend faculty in-services prior to utilizing simulation as a teaching strategy, faculty are encouraged to contact the Simulation Lab Coordinator or the simulation faculty member for their campus to schedule an individualized in-service.

13) Completed faculty orientation rosters, program outline, and the evaluation summary are maintained in the Dean of Allied Health's office.

14) If faculty attend in-services outside of the simulation center, a record of their attendance is required in their personnel file maintained in the Dean of Allied Health's office.

C. Faculty and staff are required to attend an off-site and on-site training orientation related to specific simulators (such as advanced patient simulators, e.g. Hal, Victoria, Tory, and Hal 5-year old) before use. Additional off-site and/or webinar training will be required and available as needed.

1) If unable to attend scheduled faculty training sessions, faculty are required to notify Monica Hamilton (Monica.Hamilotn@victoriacollege.edu) prior to anticipated use to schedule an individualized training session.

SIM LAB 100.15 Standards of Best Practice for Simulation

PURPOSE: This VC SIM Lab policy is to ensure that all simulations abide by the internationally approved standards of best practice for simulation published by the International Nursing Association for Clinical Simulation and Learning (INACSL).

1.0 Policy

The standards of best practice for simulation were developed utilizing a peer reviewed process. These standards are designed to advance the science of simulation, promote best practices, and provide evidence-based guidelines. The following standards have been published and are available at the following link

<http://www.inacsl.org/i4a/pages/index.cfm?pageid=3407>

Simulation Design
Outcomes and Objectives
Facilitation
Debriefing
Participant Evaluation
Professional Integrity
Simulation
Enhanced Interprofessional Education (Sim-IPE)
Simulation Glossary

2.0 Procedure

- A. The Simulation Lab Coordinator, faculty, and/or staff will provide yearly simulation in-services incorporating standards of best practice.
- B. Standards of best practice will be available for faculty reference in all control rooms.
- C. All users are responsible for adhering to the standards of best practice.

SIM LAB 100.16 Scenario Development

PURPOSE: This VC SIM Lab policy is to ensure all simulated activities are developed and supported by best practice and/or evidence-based research

1.0 Policy

Simulated experiences offered in the VC Sim Lab will be developed and supported by best practice and/or evidence-based research in an effort to promote “thinking in action”. This database will be compiled into a library and available to faculty and partners. All uses will need to be trained on resources and requirements used to develop evidence-based scenarios

Additionally, EHR scenarios are currently being developed and will have specific procedures for their development.

2.0 Policy

- A. All scenarios must be written with the understanding that they may become available to all users with credit to authorship.
- B. In-services will be provided to faculty and partners for the development of scenarios. Dates for training seminars will be communicated to the Division Chairs/Directors, who will then inform faculty/staff via email, or will be scheduled individually.
- C. All scenarios should adhere to the INASCL Standards of Best Practice: Simulation Standard IX -Simulation Design
<http://www.inacsl.org/i4a/pages/index.cfm?pageid=3407>
- D. It is mandatory that scenarios be reviewed by the Simulation Lab Coordinator and chairs, and piloted prior to use for teaching/evaluation purposes.
- E. Summative scenarios are available to select VC faculty.
- F. Scenarios compiled in the Simulation Lab library become the property of VC.

G. When developing simulation scenarios that integrate Electronic Health Records (EHR):

- 1) Faculty inform the Simulation Lab Coordinator and staff of the need to develop a simulation scenario that integrates EHR at least 3 months before the date of the experience.
- 2) Faculty complete and submit the Simulation-Based Experience Template, available online <T:\ADN Program\Simulation\SCENARIO BUILDING>.
- 3) The scenario is reviewed by Division Chairs/Directors and Simulation Lab coordinator.
- 4) A pilot of the scenario is scheduled.
- 5) The scenario is modified based on feedback from #3 and 4.

SIM LAB 100.17 Formulary

PURPOSE: The purpose of this Sim Lab policy is to maintain a formulary for use with skills and simulation-based educational activities.

1.0 Policy

The Sim Lab maintains a formulary for skills and simulation-based education activities. The formulary is updated in August/September of each year.

2.0 Procedure

- A. The Sim Lab drug formulary is maintained and updated by the simulation lab personnel. [S:\Simulation Lab](#)
- B. The Sim Lab drug formulary is obtained from the formulary of the agency in which the electronic health records are obtained, i.e. Victoria College in Victoria. Utilizing this formulary allows for barcoding to be integrated into the medication administration process.
- C. The VC Sim Lab personnel will meet annually in August/September to review and update the formulary.
- D. The formulary will be approved by the VC Sim Lab Coordinator.

This formulary is available to full-time faculty and staff only through this link: [S:\Simulation Lab](#)

SIM LAB 100.18 Storage and Maintenance of Equipment and Supplies

PURPOSE: The purpose of this VC SIM Lab policy is to have an established process for storage and maintenance of equipment and supplies at each simulation lab.

1.0 Policy

The Sim Lab has an established process for storage and maintenance of equipment and supplies at each simulation lab. There are designated staff at each simulation lab campus responsible for storage and maintenance of equipment and supplies. Two systems are utilized for tracking of equipment, the VC SIM LAB controlled asset list and the departmental inventory system, WASP.

2.0 Procedure

- A. Simulation Lab personnel abide by VC policy regarding property management. Additionally, the simulation inventory is maintained on an annual basis following institutional procedure. All property items are maintained on a controlled inventory asset list. Property items of higher value designate where they were funded from on the controlled inventory list. The controlled inventory asset list for the Simulation Lab is found at the following link:
<T:\ADN Program\Lab Supplies List\INVENTORY LIST FOR LAB>
- B. The following staff are the primary property custodians for the storage and maintenance:
 - 1) Simulation Lab Coordinator and AV/IT is responsible for items specific to information technology,
(e.g. computers and the digital audio-visual system).
 - a. A designee at each campus can be appointed by the Simulation Lab Coordinator and/or the ADN /VN

Director/Chair to manage the storage and maintenance at their campus.

2) Simulation Lab Coordinator is responsible for items specific to manikins, simulators, haptics, medical equipment and supplies.

a. A designee at each campus can be appointed by the Simulation Lab Coordinator and/or Director/Chair to manage the storage and maintenance at their campus.

C. Storage of simulation and skills lab equipment (e.g. simulators, medical equipment), computers, etc.

1) Manikins, medical equipment and supplies are housed in the designated storage areas for their campus.

2) Simulators and haptics are housed in designated storage areas or situated in designated rooms.

3) Audio-visual equipment and storage servers are housed in a climate controlled server room with limited access. Each campus has their own servers and their own server room.

4) Moveable computer charting stations and automated medication dispensing units are located in designated storage areas or situated in designated rooms.

D. Maintenance of equipment/simulators:

1) Simulation lab staff are the primary employees designated to check functionality and cleanliness of all simulation and skills lab equipment after each use, or at least weekly. The process for maintenance varies and is specific to the guidelines detailed by the manufacturer of the simulation and skills lab equipment.

- 2) The IT technician staff are the primary employees designated to maintain computers, servers, etc.
 - 3) Damaged simulation/skills lab equipment is reported to the Simulation Lab Coordinator immediately upon damage.
 - 4) Damaged computer equipment is reported to the Simulation Lab Coordinator and Director of IT within a 24 hour period.
- E. Requests for new equipment and supplies are submitted in writing by the Simulation Lab Coordinator and then submitted to the appropriate administrator utilizing the appropriate forms.
- F. If there is a controlled piece of equipment that is no longer available for use, the item will be removed from inventory.
- G. Equipment or supplies relocated at another campus will be noted in the inventory list.
- H. Each center may have different equipment depending on their clientele and the services needed. Cleaning and maintenance of the various equipment is provided in the Simulation Lab Manual. For a descriptive list of equipment and availability at the Victoria campus, see <T:\ADN Program\Lab Supplies List\INVENTORY LIST FOR LAB>.

Each campus will have a designated location where the inventory list will be kept.

SIM LAB 100.19 Simulation-Based Activity Evaluations

PURPOSE: The purpose of this VC SIM Lab policy is to describe processes of evaluating educational activities.

1.0 Policy

There are a variety of educational activities held within the Sim Lab each year. The coordinators of the simulation lab will identify designated timeframe each semester to obtain evaluation data on activities held in the labs during this timeframe.

2.0 Procedure

- A. Simulation lab coordinator identify the designated timeframe each semester to obtain evaluation data on activities held in the centers.
- B. Faculty/facilitators will be asked by simulation lab staff to set aside time at the end of their event for the evaluations.
- C. Participants complete the Simulation-Based Activity Participant Evaluation form
<S:\Simulation Lab\EVALUATION FORMS\STUDENT EVALUATION FORMS>
Questions on this form include, but are not limited to:
 - Overall rating of the simulation-based event
 - Rating if activity objectives were met
 - Rating of faculty/facilitators involved in the event
 - Rating of simulation-based activity facility/environment
 - Rating of simulation personnel assisting with the activity

- D. Faculty, facilitators and standardized patients complete the Faculty/Facilitator/Standardized Patient Evaluation of Event form
[S:\Simulation Lab\EVALUATION FORMS\FACULTY EVALUATION FORMS](#)

Questions on this form include, but are not limited to:

- Overall rating of the simulation-based event
- Rating if activity objectives were met
- Rating of faculty/facilitators involved in the event
- Rating of simulation-based activity facility/environment
- Rating of simulation personnel assisting with the activity

E. Upon request, the Simulation-Based Activity Participant Evaluation form summary is available to the simulation-based activity faculty, facilitators and standardized patients for feedback regarding their role during the event.

F. All evaluation summaries are available to the Simulation Lab Coordinator, ADN/VN Division Chairs/Directors, and Dean of Allied Health for their review and feedback.

G. Quality improvement processes incorporate data from annual review of activity and faculty/facilitator evaluations.

SIM LAB 100.20 Storage of Student/Resident Data

PURPOSE: The purpose of this VC SIM Lab policy is to have an established process for storage of student data.

1.0 Policy

The Sim Lab and Dean of Allied Health has an established process for storage of student data collected for evaluation of simulation experiences.

2.0 Procedure

- A. Simulation lab personnel and the Dean will abide by the VC handbook on student education records and storage of data.
- B. The following student/resident records are maintained in the Simulation Lab:
 - 1) Videos of students engaged in simulation activities both learning and assessment:
 - a. Recorded videos are not identified by the participant, but by time stamp
- C. Simulation Lab coordinator, ADN/VN Directors/Chairs, and the Dean are the individual(s) responsible for maintaining the simulation data, and oversees the storage of this data at the Victoria campus.
- D. Destruction of records follows FERPA procedures and/or grant stipulations.

SIM LAB 100.21 Use of Simulation Supplies and Equipment for Diagnostic Purposes or Actual Patient Care

PURPOSE: This VC Sim Lab policy is to ensure that faculty, staff, students, residents and external users do not use supplies and/or equipment from the simulation center for diagnostic purposes or actual patient care.

1.0 Policy

No supplies or equipment from the simulation labs will be used for diagnostic purposes or actual patient care.

2.0 Procedure

- A. Equipment in the simulation labs do not undergo the maintenance, upgrades, and/or calibration as required for equipment used for diagnostic purposes or actual patient care. Therefore, results obtained using this equipment maybe misinterpreted.
- B. VC SIM labs are not responsible for any diagnostic information obtained using this equipment.
- C. Supplies utilized in the simulation center are for simulation-based activities and therefore may not uphold standards required for actual patient care, i.e. sterility.
- D. For the safety of all faculty/staff, lab personnel, students, and external users, use of equipment could result in an injury (delivery of an electrical shock/defibrillation due to use of water and electricity) in the simulation labs. Other injuries, such as, falls and needle sticks are potential hazards. ALL injuries must be reported immediately to the Simulation Lab Coordinator, ADN/VN Director/Chair, and Dean of Allied Health. An incident form must be completed immediately by the person(s) who witnessed the incident and turned in to the Simulation Lab coordinator. A copy of this form is kept in a binder in each lab and simulation room.

INACSL Standards of Best Practice: Simulation

- I. Simulation Design- Simulation-based experiences are purposefully designed to meet identified objectives and optimize achievement of expected outcomes.
- II. Outcomes and Objectives- All simulation-based experiences begin with the development of measurable objectives designed to achieve expected outcomes.
- III. Facilitation- Facilitation methods are varied, and use of a specific method is dependent on the learning needs of the participants and the expected outcomes. A facilitator assumes responsibility and oversight for managing the entire simulation-based experience.
- IV. Debriefing- All simulation-based experiences include a planned debriefing session aimed at improving future performance.
- V. Participant Evaluation- All simulation-based experiences require participant evaluation.
- VI. Professional Integrity- Professional integrity is demonstrated and upheld by all involved in simulation-based experiences.
- VII. Simulation-Enhanced Interprofessional Education (Sim-IPE)- Simulation-enhanced interprofessional education (Sim-IPE)¹ enables participants from different professions to engage in a simulation-based experience to achieve shared or linked objectives and outcomes.
- VIII. Simulation Glossary- Consistent terminology provides guidance and clear communication and reflects shared values in simulation experiences, research, and publications. Knowledge and ideas are clearly communicated with consistent terminology to advance the science of simulation.

Adopted by: INASCL standards, <https://www.inacsl.org/i4a/pages/index.cfm?pageID=1>

QSEN Competencies

- I. Patient-Centered Care**
- II. Teamwork and Collaboration**
- III. Evidence-Based Practice (EBP)**
- IV. Quality Improvement (QI)**
- V. Safety**
- VI. Informatics**

Allied Health Simulation Lab Policies and Procedures

Acknowledgment and Consent Form

The Victoria College Allied Health Program provides high and mid-fidelity simulators to enhance students' learning experience. Because these manikins are a valuable and limited resource, the following policies and procedures are put in place for ALL faculty, staff, students, and external users that utilize the simulators.

By signing this acknowledgement form, you verify that you have read and been informed of the simulation lab policies/procedures and will abide by these while in the simulation lab. Failure to comply with these policies/procedures could result in consequences based on each individual policy.

A digital copy of these policies will be located within your course in Canvas. This signed document will be kept in your file and renewed every semester.

Student name printed

Student signature/Date

Faculty signature/Date