Welcome to the University of Nevada
Clinical Simulation Lab
Policies and Procedures

REVISED AUGUST 2016
University of Nevada, Reno Clinical Simulation Lab Policies & Procedures Manual

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>General Guidelines</td>
<td>1</td>
</tr>
<tr>
<td>Simulation Lab Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>Simulation and Standardized Patient Room Scheduling</td>
<td>4</td>
</tr>
<tr>
<td>Simulation Laboratory Guidelines</td>
<td>7</td>
</tr>
<tr>
<td>Hazardous Waste Disposal</td>
<td>7</td>
</tr>
<tr>
<td>Physical Safety</td>
<td>8</td>
</tr>
<tr>
<td>Cleaning of Laboratories and Equipment</td>
<td>8</td>
</tr>
<tr>
<td>Confidentiality and Photo\Video Agreement</td>
<td>9</td>
</tr>
<tr>
<td>Signature Page</td>
<td>11</td>
</tr>
</tbody>
</table>
INTRODUCTION

It is the intent of the faculty and administration in the University of Nevada Clinical Simulation Lab to provide a safe learning experience for all learners, staff and faculty.

The following guidelines maintain safety while using the Clinical Simulation Lab. It is expected that all involved in classrooms, clinical skills and simulation activities will adhere to these guidelines.

GENERAL GUIDELINES

A. All learners must know and practice within the safety guidelines at all times while using the lab. Failure to adhere to general guidelines may result in disciplinary action. This manual will be available in the labs and learners will receive a copy during their lab orientation. All learners must read and agree to the terms of this policy and procedure guide, and view the Orientation Video (currently in production) before entering the simulation lab.

B. All labs are locked unless occupied by faculty, staff and/or learners. Any breech of security must be reported immediately to the simulation staff or Campus Police if need be. No unsupervised learners are allowed in any of the labs unless prior approval is given by simulation staff and faculty. Unsafe behavior will not be tolerated and should be reported immediately to faculty or simulation staff.

C. Learners are expected to come to lab prepared by having read any scheduled lab objectives and assignments prior to the start of the lab periods. They are to have their assigned equipment and supplies necessary for the lab in their possession.

D. Learners will adhere to the following dress code policies:
   a. At minimum, learners are required at all times to have: close toed shoes, and a VISIBLE school/hospital ID badge. Learners should wear professional attire suitable for a clinical setting:
      i. Business casual: Slacks and shirt (not T-shirt/jeans).
      ii. Casual: ie: Jeans (no holes) + T-shirt.
      iii. Hospital casual: clean scrubs
   b. Clinical Simulation lab: School uniform OR lab coat.

E. Learners should be knowledgeable in the care, handling and proper use of equipment prior to using it in the laboratory. Equipment and supplies are to be used safely and for their designed purpose. Please report any malfunctioning or broken items to the simulation staff.
F. Learners shall report any physical limitations to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance is required before learners with physical injuries, illness, surgery, pregnancy, or communicable disease will be allowed to practice or return demonstration in the simulation lab. It is the responsibility of the faculty to determine whether a learner with physical limitations is capable of safely performing the necessary skills.

G. Children and unauthorized personnel are not allowed in the labs at any time.

H. Access to the doorways in the labs will be free from obstruction at all times.

I. NO Smoking near entrances. Smoking is allowed in the designated areas only.

J. No loitering, running or yelling in hallways. Please keep voices at a low level and minimize unnecessary conversation in hallways to minimize classroom disruptions.

K. Learners given permission to be in a multipurpose rooms without supervision by faculty or staff must vacate the room when a scheduled course is about to start. Room schedules are posted to the right of the door.

L. Learners MUST check before entering a room if the room is in use. Under no circumstances are learners to enter a room when “TESTING IN PROGRESS” signs are posted. If a regular class is in session, learners must ask permission to come into the room from the faculty supervising that area.

M. FOOD & DRINK POLICY:

   a. Multipurpose Rooms: Food + drink is allowed so long as everything is thrown away and left clean.

   b. Simulation Labs: No food or drink in the simulation labs.

N. Furniture: Moving furniture, including tables, chairs, desks, and stools between rooms without permission from faculty or simulation staff is strictly prohibited.

O. Do not touch or attempt to operate ANY of the audio/visual equipment in any of the rooms unless instructed to do so by faculty or simulation staff.
SIMULATION LAB SCHEDULING POLICY

Introduction/Overview

In order to facilitate the use of the University of Nevada, Reno Clinical Simulation Lab and related facilities, a Simulation Lab Request form must be submitted using the following procedure.

Procedure

A. Requests may only be made by University of Nevada, Reno Faculty or an outside organization with a signed Simulation Lab contract.

B. Log on to www.unr.edu/simulation and click on scheduling. Then click on the appropriate scheduling form.

C. Follow the instructions on the form to complete and submit. Please complete all required fields. Incomplete forms will not be accepted.
   a. Please submit one form per simulation not per day requested.
   b. The comments section can be used to provide any other pertinent information and additional needs that the instructor will require during their session.
   c. A confirmation email will be sent upon submission of the request form.

D. A member of the simulation staff will work with all facilitators to help them prepare for their simulation session.

E. Simulation staff will work with facilitators to determine room selection, manikin or task trainer needs, and all other equipment/supply needs.

F. Simulation staff will also determine if any competency training by the facilitator will be required.

G. Facilitators will be required to meet with a member of the Simulation staff to perform a mock run through of their simulation session. This ensures that the simulation session will run smoothly on the scheduled day. This must be done no later than one week prior to the scheduled simulation session.

For questions or concerns please contact the Simulation Coordinator.
SIMULATION AND STANDARDIZED PATIENT

ROOM SCHEDULING POLICY

A. This policy applies to rooms located in the Pennington Health Sciences Building on the Second floor used primarily for Clinical Educational purposes using Simulation, and Standardized Patients. For the purpose of this policy the Term “Simulation Activity” is defined as any activity involving Standardized Patients, Clinical experience, or Simulation manikins or labs. Use of these rooms is based on the four levels of priority listed here:
   a. Simulation Activities for Orvis School of Nursing and the University of Nevada, Reno School of Medicine
   b. Simulation Activities for other Division of Health Sciences Schools, schools outside the Division of Health Sciences and paying outside entities
   c. Other educational classes
   d. Other uses (i.e. conferences)

   *Ongoing administrative meetings will not be scheduled in the simulation space unless requested by the Vice President for Health Sciences.

B. Students are not permitted to study in any of the three simulation class rooms but may use the four interview rooms on a first-come first-serve basis. Students wishing to use these rooms must contact the Administrative Assistant for the Standardized Patient Program. Student use is a privilege and the Simulation Staff reserves the right to remove anyone without notice for last minute activities or anyone who demonstrates inappropriate behavior in any of these rooms.

C. Simulation Facilities include three Simulation Labs, a Control room, and three Simulation Classrooms.

D. Standardized Patient (SP) or Clinical Rooms include fourteen clinical patient rooms and one control room.

E. Pennington Health Sciences Building:
   a. Simulation Facilities:  
      i. Simulation Classrooms 220 – 222  
      ii. Simulation Labs 223, 225, 226  
      iii. Simulation Control 224
b. Standardized Patient / Clinical Facilities
   
i. Clinical Rooms  203-206, 210-214
   ii. Interview Rooms  201, 202, 208, 209
   iii. Control Room  218

F. The above facilities are scheduled through the Simulation Staff. Due to the complexity of many clinical simulations, the form for scheduling Simulation Labs is a separate form. Please make sure to fill out the necessary forms for rooms.

G. For our on campus affiliates the Simulation Staff enforces strict deadlines for submission of scheduling requests. We ask that your simulation activities for courses be booked for the Fall Semester by August 1st, Spring Semester by December 1st and Summer by May 1st. Any requests after the deadline dates will be first-come – first-serve, based on availability.

H. When scheduling these facilities, we ask that you request the space you want to use in advance, preferably two weeks. Rooms are scheduled per semester. If your request is not able to be granted, Simulation Staff will make suggestions for alternative space or time. When scheduling these facilities, it is imperative that all changes be coordinated through the Simulation Staff. This includes minor modifications to the time of your class, simulation, clinical experience etc.

I. Non-scheduled facility uses will be bumped. If you must be moved due to another priority, we will help to relocate you. Please schedule only the actual days and times needed. If you no longer need a space, please cancel your reservation for that time slot within 24 hours. This is necessary to effectively use these facilities. Your consideration of others' needs is appreciated.

J. You will be asked to designate a facilitator for your meeting. This person will be responsible for activities and informing technicians of their requirements for the Simulation Activity. This is the person who will be responsible for obtaining necessary provisions for their course, class or experience.

K. Simulation Staff is not responsible for moving or configuring the furniture in any of the rooms. If you need to reconfigure a room, please arrive with an appropriate amount of time to configure the room(s) and return the room to its original configuration when completed.
University of Nevada, Reno Clinical Simulation Lab
Policies & Procedures Manual

L. Additionally, please contact Parking Services at 775-784-4654 to make parking arrangements for meetings and classes, parking will not be supplied by the Simulation Office.

M. How to have a successful experience:
   a. At least two weeks prior to your event, know the dates, times, number of persons attending, equipment you will need available, and space preferred. Please have all fall course information to us by August 1st, Spring course information in by December 1st and Summer course information to us by May 1st.
   b. Go to the url: www.unr.edu/simulation and click on scheduling. Then click on the appropriate scheduling form.
   c. Complete the form; include your contact information (name, phone, e-mail). Please complete all requested information.
   d. In case of technical difficulties during your experience, please contact the Simulation office at 775-682-7739 or 775-682-7164
   e. Be a good guest and please leave the space as you found it. Tables and chairs in the original configuration, trash cleaned up and put in receptacle, any other items removed at the end of your event.

N. Simulation Staff, the University, University of Nevada, Reno School of Medicine, Orvis School of Nursing or any other entity or person affiliated with the University of Nevada, Reno are not responsible for any lost stolen or misplaced items within the Simulation Labs, Standardized Patient Rooms, classrooms, multi-purpose rooms or small group rooms.

For questions or concerns please contact the Simulation Coordinator.
SIMULATION LABORATORY GUIDELINES

A. Manikins are to be treated with the same respect as live patients.

B. ABSOLUTELY NO ink pens, felt-tipped markers, iodine, betadine, or KY jelly near the manikins. These items PERMANENTLY stain task trainer and manikin skins.

C. ALL electronics including cell phones, PDA’s, cameras, camera phones, and video recorders are to be turned off during simulations unless approved by faculty.

D. All learners shall practice proper hand washing technique while using the simulation lab. This helps to keep manikins and equipment clean, reinforces the habit of hand washing, and decreases the chance of cross-contamination.

E. Gloves shall be worn by learners during any contact with simulated body fluids or manikins.

F. All doors and cabinets to lab supplies/equipment will remain closed when not in actual use. NO items should be removed from drawers/shelves unless instructed to do so.

G. The simulation lab is not a health center for ill learners, staff or faculty and may not be used for clinical diagnosis or treatment.

HAZARDOUS WASTE DISPOSAL

All sharps used at the simulation lab should be disposed of in the approved receptacle (sharps containers), are on top of the counters of the Simulation Labs. If a sharps container is full, please inform your instructor or a simulation lab staff member. A designated transporter will remove all sharps containers from the room. No trash will be disposed of in the sharps containers.
PHYSICAL SAFETY

A. Learners will be instructed in safe patient handling techniques prior to practice and demonstration. Learners should use caution when practicing lifting skills and should not lift another learner or manikin without assistance.

B. The wheels of all equipment (beds, wheelchairs, stretchers, etc.) are to be locked during practice and after use.

C. Learners will not sit on the beds, stretchers or wheelchairs unless practicing that particular skill under supervision.

D. Safely use step stools for items out of reach.

E. First Aid Kits are located in the SP corridor at the East end next to the sink and in the Simulation Control room (room 224). If you use anything from the emergency kit, please notify Simulation Staff or faculty member. If you cannot locate a First Aid Kit and are in need of one, seek assistance immediately.

F. No running in the halls.

G. Accidents and injuries should be reported immediately to faculty or simulation staff. The lab coordinator or faculty member will complete accident reports.

H. Learners will not use the defibrillator / external pacer unless they are trained by an ACLS certified instructor who has instructed the learner in defibrillator usage. It is recommended that 30 Joules be the maximum energy level used in the lab to prevent learners from injuring themselves or others during simulation activities involving defibrillation.

CLEANING OF LABORATORIES AND EQUIPMENT

A. Simulation: Learners will leave Simulation Labs at the end of the scenario and will NOT need to clean the room.

B. Task Trainers: Learners will be responsible for the cleanliness of task trainers after use but not put away. All soiled linens will be placed in hampers for laundry. Clean linen is stored in covered linen carts as applicable.

C. Multipurpose Rooms: Please throw away all trash and leave rooms as you found them.
Human Patient Simulators (HPS) are realistic manikins that can have a computer driven, programmable pathophysiological clinical presentation, and corresponding responses to medications, tasks, interventions and communication.

Scenarios are approximately 10-30 minute vignettes of a planned and structured patient presentation with the opportunity for learners to practice direct interactions and clinical interventions using HPS, standardized patients and/or confederate actors/actresses.

Scenarios are created as a safe place for learners and faculty to explore multiple components of realistic patient care by actual participation.

By participating in simulation activities, you agree to the following:

1. The simulation work is a safe place for me to learn how to transfer didactic knowledge into appropriate and applied patient care based on the nursing and medical process, critical thinking and team communication.

2. Simulation work is a part of my clinical learning experience.

3. I will engage in and participate in simulation scenarios fully as a professional and treat simulation as a realistic patient care experience.

4. During all simulation work I am committed to help support and guide my peers in a positive, professional manner. I will not use demeaning, mocking or negative verbal, written or body language, about any scenario participant’s actions, thoughts, or behaviors before, during or after the scenario.

5. I will observe strict patient and peer confidentiality about the scenario, team member actions, and the debriefing discussions, at all times.

6. Simulation work may occur with the group divided into participants and observers. If I am an observer I may be watching via a live video feed in a designated area. I will be expected to observe as a professional and to participate fully during the debriefing session.

7. Simulation work is subject to audio and video recording for use during guided debriefing with participants immediately afterwards.
8. Recordings of simulation scenarios are electronically stored after the debriefing for continued learner learning purposes and research, but shall NOT be used for promotional or public display except as subject to other DHS photo/video policies or releases or unless specifically requested and written permission is given.

9. Photos during simulation may be used by DHS, the Nevada Clinical Simulation Lab, or the University of Nevada Reno in any of its publications and in all other media current and future, controlled by the University, in perpetuity, and for other uses by the University. Students will make no monetary or other claim against the University of Nevada, Reno for the use of simulation photos.

10. The simulation is a practical learning experience and all scenario information is confidential and that any inappropriate viewing, discussion, or disclosure of this information is a violation of Nevada Clinical Simulation Lab policy.

11. Sharing scenario experiences with fellow learners outside of the simulation lab will be considered cheating and will result in disciplinary action.

12. Scenario design is copyrighted and discussing, recording, reproducing or revealing such information may be grounds for a lawsuit.

13. Learners will NOT bring food, drink, pens or other ink, betadine, or KY into the simulation lab. Nothing larger than a 22gauge IV will be used on the manikins.

14. Learners in the debriefing room will not attempt to help or interfere in any way with a simulation in progress.
I have read this manual, understand it and agree to all of the above policies, procedures and photo/video agreements.

I understand that failure to comply may result in me being dismissed from the lab and may be subject to other disciplinary action.

__________________________________________
Print Name

__________________________________________
Signature

__________________________________________
Date School (UNR Med, Orvis, Etc.)