# Table of Contents

- Introduction: 1
- Simulation Lab Scenario Creation Policy: 1
- Simulation and Standardized Patient Room Scheduling: 2
- General Student Guidelines: 6
- Simulation Laboratory & Standardized Patient Exam Room Guidelines: 7
- Hazardous Waste Disposal: 8
- Physical Safety: 8
- Cleaning of Laboratories and Equipment: 9
- Confidentiality and Photo\Video Agreement: 9
- Signature Page: 11
INTRODUCTION

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

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

SIMULATION LAB AND STANDARDIZED PATIENT SCENARIO CREATION AND SUBMISSION POLICY

Introduction/Overview

In order to facilitate the use of the University of Nevada, Reno Clinical Simulation Center 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 Center contract.

B. Scenario creation forms are available for use and ease of creating scenarios. Go to www.unr.edu/simulation and click on Forms. Then click on the appropriate scenario form.

C. Follow the instructions on the form to complete and submit. Please complete all required fields. Incomplete forms will not be accepted.
   a. The comments section can be used to provide any other pertinent information and additional needs that the instructor will require during their session.

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

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

F. Simulation staff will determine if any competency training by the faculty will be required.
G. Faculty 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.

H. New cases must be provided to simulation staff at least four weeks prior to the event.

   a. New cases are defined as brand new scenarios that have never been run as well as any old cases that have been updated in any way.

SIMULATION AND PATIENT EXAM 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.

B. Scheduling conflicts. The Simulation Coordinator will work to resolve any scheduling conflicts within the following guidelines:

   a. Scheduling priority is given in the following manner:

      i. Simulation events

      ii. Curricular events

      iii. All other events such as meetings, tours, outreach, etc.

   b. Reservations already on the calendar cannot be bumped or moved without the express consent of the dean or director of the school or department holding the reservation.
C. Procedure:

   a. Go to www.unr.edu/simulation and click on procedures and scheduling. Click on the Simulation Center Calendar and click “Generate Room Request”.

   b. Fill in all the required fields and click submit

   c. You will receive a confirmation email once the event has been approved.

D. Students are not permitted to study in any of the three multipurpose rooms, exam rooms or labs. However, students may check out exam rooms for skills practice only. 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.

E. Simulation Facilities include three Simulation Labs, a Control room, and three multipurpose classrooms.

   a. The multipurpose classrooms have priority for simulation activities. If a simulation activity is booked after an event in the multipurpose classroom(s) and requires the multipurpose room(s), the prior event will be moved in accordance with paragraph B subparagraph b of this section.

F. Standardized Patient (SP) or Clinical Rooms include twelve clinical patient rooms and one control room with nine observation stations.

G. 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 202-207, 209-214

      ii. Control Room 218
H. The above facilities are scheduled through the Simulation Center Calendar.

I. 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 May 1st of the prior Spring semester. Spring and Summer Semesters by October 1st. Any requests after the deadline dates will be first-come – first-serve, based on availability.

J. 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.

K. Non-scheduled facility uses may be bumped in accordance with paragraph B subparagraph b of this section. If you must be moved due to another priority, Simulation Staff 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.

L. It is the responsibility of faculty to verify their events have the proper type and number of rooms scheduled for their event. Faculty should also consult the simulation calendar prior to their events to verify the specific rooms they are scheduled so interruptions of other activities do not occur.

M. You will be asked to designate a facilitator for your activity. 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.

N. 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.

O. Parking

     a. Please contact Parking Services at 775-784-4654 to make parking arrangements for meetings and classes, parking will not be supplied by the Simulation Center.
b. Standardized Patient parking is available. All standardized patients working may be issued a daily pass by the administrative assistant for the Standardized Patient Program. Permits are only good for the day and must be used in the designated spaces.

P. 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.
GENERAL STUDENT GUIDELINES

A. All students 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 students will receive a copy during their lab orientation. All students 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 students. Any breach of security must be reported immediately to the simulation staff or Campus Police if need be. No unsupervised students 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. Students 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. Students will adhere to the following dress code policies:

   a. At minimum, students are required at all times to have: close toed shoes, and a VISIBLE school/hospital ID badge. Students 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. Students 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. Students 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 students with physical injuries, illness, surgery, pregnancy, or communicable disease will be allowed to practice or return demonstration in the Simulation Center. It is the responsibility of the faculty to determine whether a learner with physical limitations is capable of safely performing the necessary skills.
G. 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 loitering, running or yelling in hallways. Please keep voices at a low level and minimize unnecessary conversation in hallways to minimize classroom disruptions.

J. Students are not permitted to study in any of the three multipurpose rooms, exam rooms or labs. However, students may check out exam rooms for skills practice only. 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.

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

L. Food and Drink:
   
   a. **Multipurpose Rooms**: Food + drink is allowed so long as everything is thrown away and left clean. No food or drinks are allowed on the equipment cabinets.

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

   c. **Patient Exam Rooms**: No food or drink in the patient exam rooms.

M. Furniture: Moving furniture, including tables, chairs, desks, and stools between rooms without permission from faculty or simulation staff is strictly prohibited. When permitted, all furniture must be returned to its original location.

N. Do not touch or attempt to operate ANY of the audio/visual equipment in any of the classrooms unless instructed to do so by faculty, simulation staff or classroom support.

**SIMULATION LABORATORY AND STANDARDIZED PATIENT EXAM ROOM GUIDELINES**

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

B. **ABSOLUTELY NO** ink pens, felt-tipped markers, iodine, or betadine 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 students shall practice proper hand washing techniques.

E. Gloves shall be worn by students 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 students, staff or faculty and may not be used for clinical diagnosis or treatment.

H. Students will use proper hygiene protocols while in the labs or exam rooms

HAZARDOUS WASTE DISPOSAL

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

I. Biohazard or Hazmat waste containers shall be used for the disposal of any item that comes in contact with body fluids including used gloves, speculums, swabs, etc.

J. All sharps must be placed in an approved sharps container. If a sharps container is not available, please notify a simulation staff member. DO NOT PLACE SHARPS IN THE TRASH.

PHYSICAL SAFETY

A. Students will be instructed in safe patient handling techniques prior to practice and demonstration. Students 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. Students 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 Center coordinator or faculty member will complete accident reports.

H. Students 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 students from injuring themselves or others during simulation activities involving defibrillation.

CLEANING OF LABORATORIES AND EQUIPMENT

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

B. Task Trainers: Students will be responsible for the cleanliness of task trainers after use. Students are not responsible for storing task trainers. 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 clean with dry walls erased. Furniture is to be left as described in the photos on the doors.

UNIVERSITY OF NEVADA, RENO
CLINICAL SIMULATION CENTER
POLICY AND PROCEDURE\PHOTO-VIDEO AGREEMENT

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 students to practice direct interactions and clinical interventions using HPS, standardized patients and/or confederate actors/actresses.

Scenarios are created as a safe place for students 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. Sharing scenario experiences with fellow students outside of the simulation lab is considered cheating and will result in disciplinary action.

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. 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 UNR photo/video policies or releases or unless specifically requested and written permission is given by all participants.

8. Photos during simulation may be used by the Nevada Clinical Simulation Center, 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.

9. Scenario design is copyrighted. Discussing, recording, reproducing or revealing such information may be grounds for a lawsuit.
10. Students will NOT bring food, drink, pens or other ink, betadine, or KY into the simulation lab.

11. Students in the debriefing room will not attempt to help or interfere in any way with a simulation in progress.

UNIVERSITY OF NEVADA, RENO
CLINICAL SIMULATION CENTER
POLICY AND PROCEDURE\PHOTO-VIDEO AGREEMENT

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 Center and may be subject to other disciplinary action.

______________________________
Print Name

______________________________
Signature

______________________________
Date School (UNR Med, PA, Social Work, Orvis, Etc.)