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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 learners, 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.

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 breech 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.
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.
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.)