



**POLICY & PROCEDURES MANUAL**

**SIMULATION CENTER FOR INTERDISCIPLINARY  
CLINICAL EDUCATION**

**MISSOURI SOUTHERN STATE UNIVERSITY**

**School of Health Sciences, Public Safety and  
Technology**

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# **POLICY & PROCEDURE MANUAL**

## **SIMULATION CENTER FOR INTERDISCIPLINARY CLINICAL EDUCATION**

### *Introduction/Philosophy*

The goal of the Simulation Center for Interdisciplinary Clinical Education (SCICE) is to provide a safe learning experience that promotes successful understanding in all aspects of health care.

The SCICE faculty and administration are here to make the student's clinical experience educational and enlightening and to serve in the best interest of the student. Simulations and case scenarios are designed to help the student develop problem-solving and decision-making skills. The SCICE will attempt to include all environmental factors to make the students' learning experience realistic and authentic. For enhanced learning, all students are expected to come to the lab prepared. The faculty will provide students with positive feedback and debriefing of their performance, while students will self-analyze their performance and use critical thinking during the reflection process.

The following guidelines maintain safety while using the SCICE. It is expected that all involved in classrooms, clinical skills and simulation activities will adhere to these guidelines. The Simulation Coordinator will update the contents of this manual as needed. All students, staff and faculty will be advised of these revisions.

### *General information*

The SCICE is in room 340 located in the Health Sciences building. The SCICE simulates a hospital setting that is fully equipped to practice all clinical skills. The center has three high fidelity SimMan 3G® manikins, one high fidelity SimBaby® manikin and one SimNewB® manikin. A Med-Dispense system is available which stores simulated medications for simulations involving medication delivery. The SCICE is also equipped with twelve computers and a TV monitor for students to view a variety of media. Rooms 330, 309, and 337 are skill lab rooms. Room 330 has one high fidelity manikin (SimMan®) and room 309 has a variety of task trainers, two Virtual IV® trainers and four VitalSim™ manikins. All skill lab rooms are fully equipped to practice all clinical skills.

The SCICE schedule will be posted by the faculty. You can view the centers schedule on the MSSU website under the School of Technology. Students needing extra practice in the Sim Lab, may sign up for "open lab" dates and times recommended by the instructor. Any student wishing to makeup days in the Sim Center must notify their instructor first, who

will then contact the lab coordinator. The Sim Center is not intended to be used as a replacement for any clinical rotation.

## *SIMULATION*

### ***What is Simulation?***

Simulation is an attempt at replicating reality. In healthcare education, simulation tries to replicate some or nearly all of the essential aspects of a clinical situation so that the situation may be more readily understood and managed when it occurs for real in clinical practice. The simulation lab environment allows students to participate in life-like situations. Simulation can also be used as a teaching method to help assess a student's skill acquisition. Simulating real-life experiences for students in a safe environment is conducive for developing critical thinking, clinical reasoning, and clinical judgment skills. Practicing in such an environment will increase the probability that those skills will be used in the real-world setting.

### ***Simulation Scenarios***

Simulating case scenarios in the SCICE involves active participation for all students. All students and faculty will adhere to the simulation center rules (see attached). Manikins are to be used with respect and treated as if they were live patients. The simulation lab is a learning environment. Students involved in simulated scenarios should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the actions of fellow students should take place outside of the lab. A debriefing session will be provided for all simulation experiences. After the debriefing session, the student should fill out an evaluation form to give them the opportunity to reflect on the situation and to provide constructive criticism for further enhancement of the simulation.

### ***What is Debriefing?***

The debriefing session involves the immediate feedback and a reflective critical thinking analysis and communication tool for participants of the simulation exercise. The purpose of the debriefing assessment provides an intense post conference and active evaluation process driven by instructors and peers. The focus of the debriefing should be on positive aspects and should allow the student to answer critical thinking questions.

## *GENERAL SCICE GUIDELINES*

### ***Lab Conduct/Behavior***

1. All users of the centers space must act in a manner that does not disturb the academic activities occurring in the lab.
2. No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users.
3. All faculty, staff and students must complete the SCICE orientation prior to using the equipment.
4. No eating or drinking is allowed in the SCICE.
5. Use of the computers is restricted to assigned classroom work and not for personal use.
6. Do not use the equipment for any purpose other than specified; anyone who fails to comply with this request will be asked to leave the center.
7. Any equipment malfunction or abuse must be reported to the lab coordinator immediately.
8. Adherence to the dress code is expected. You must be in uniform, or wearing a lab coat to participate in any activity in the center.
9. All beds should be lowered to the ground with the bed rails down after each use. Linens should be properly placed back on the manikin after each use as if caring for a real patient.
10. Do not remove the manikin from the bed unless instructed to do so.
11. Smoking is prohibited in the SCICE.
12. All electronics including cell phones, PDA's, cameras, camera phones, and video recorders are prohibited during simulations.

### ***Confidentiality***

In order to preserve the realism of the scenarios used in the SCICE and to provide an equitable learning experience for each student, all persons using the SCICE will be required to sign a confidentiality agreement (see attached copy of confidentiality agreement). Because every simulation has the possibility of being recorded, manikin accessibility will be treated like a real patient. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students agree to report any violations to the faculty or instructor.

### ***Dress Code***

Students participating in the SCICE will adhere to the same clinical dress code as they would for their respective discipline. Students performing mandatory clinical skills in the

laboratory are expected to come prepared with proper clinical attire, stethoscope, and a watch with a second hand. Students performing make-up work must also wear clinical attire.

### ***Cardio-Pulmonary Resuscitation (CPR)***

All students and faculty must have successfully passed a CPR for Healthcare Provider class prior to any lab activity. Students and faculty may schedule for a class through the Sim Coordinator.

### ***Equipment Use***

1. All students and faculty wanting to use the lab must have proper orientation to the equipment.
2. The doors of the lab will be locked at all times.
3. Any student wishing to use the lab must notify the Sim Coordinator and sign in on the attendance book.
4. When working with the manikins, students must wash their hands and wear gloves.
5. Supplies and equipment must not be taken out of the lab unless requested by an instructor.
6. Equipment should be disposed of appropriately. (sharp's containers, biohazard trash containers)
7. Computers and video equipment are for class purposes only.
8. Students will have proper orientation to the crash cart and the defibrillator.

### ***Communication***

All telephones or fax machines in the lab are to be used for lab purposes only. All electronics are prohibited during any lab experiences. All classes in the SCICE will be scheduled with the Sim Coordinator prior to the beginning of the semester.

### ***Inventory & Supplies***

Supplies needed for each simulation will be provided. Personal clinical supplies such as stethoscope, penlight, and calculator are the responsibility of the student and will not be provided. When supplies are running low, the SCICE faculty should be notified. All supplies should be returned to the same cabinet in which they were found. Unless soiled, all linens should be refolded and placed back in the cabinet. All soiled linens should be placed in the linen hamper for cleaning. Many supplies are reusable and should be restocked when not being used. Needles/sharps are to never be reused under any circumstance and should be disposed of in the sharps containers. Many supplies will have expiration dates and are intended for practice, but all students should check for expiration dates on their supplies.

### ***Clean-Up***

The SCICE faculty is not accountable to clean up after the use of the center. The center should be left in the manner in which it was found, so that the following class may enjoy the lab experience. Beds should be remade and left in the lowest position with the bed rails down. Manikins are to be left in the bed or on chairs unless working on a skills assignment (i.e. lifting, moving, etc.). Curtains should be placed back up against the wall and bedside tables are to be placed at the foot of the bed. Any bedpans, urinals, or basins need to be washed, dried and placed in the bedside drawers. When leaving, the lab needs to be locked with the lights turned off.

The manikins and the task trainers in the skills lab are to be cleaned with mild soap and water and then rinsed and air dried after use. These manikins are also to be left in the bed. All injection pads need to be squeezed of any fluid and left to dry. Any spray used for lubrication of the manikins needs to be used sparingly.

### ***Media: Videos, CD's, and DVD's***

The SCICE has the capability of displaying a variety of media. The SCICE has multiple cameras and microphones set up in the room, which can record any activity in the room. The recording equipment should not be used unless proper training has been provided. All recordings will be saved to a backup hard drive. Recordings in the SCICE are for educational purposes and debriefing opportunities with the appropriate faculty, staff and students. The confidentiality agreement signed by students protects privacy and discourages inappropriate discussion of video contents or student's performance in the simulation scenarios. ***Any viewing or publication outside of the classroom, such as posting on YouTube, is unacceptable and unethical and will result in disciplinary action from the individuals program.*** Students and faculty should conduct themselves professionally as in the clinical setting since all interactions can be recorded. All recorded media will be kept on file in the SCICE. Copies of media will be made available to students, after they have checked them out through the lab coordinator.

### ***Faculty Preparation before Scenario Simulation***

It is expected that the faculty will review the scenarios thoroughly prior to class and work with the lab coordinator to obtain props and equipment. Faculty must schedule time with the lab coordinator a week prior to running through any scenario being presented. Practicing scenarios is very important prior to presenting because it allows the instructor's time to become familiar with the equipment being used, the scenario itself, learning objectives, and any discussion questions for debriefing.

## *SAFETY GUIDELINES*

### ***Infection Control***

Participants in simulated scenarios need to be mindful of all standard precautions and transmission specific precautions (contact, droplet, airborne). Any piece of equipment that comes in contact with simulated patient body fluids are considered contaminated and need to be handled appropriately. Gloves will be worn with all manikin interaction and non-sterile gloves should be disposed of in non-biohazard trash cans. If a sharps container is full, please inform the lab coordinator so that it may be replaced.

### ***Latex Warning***

Students and faculty need to know that some of the equipment in the SCICE contains latex. Those with a known sensitivity/allergy to latex need to contact the lab coordinator. Every effort will be made to replace equipment with latex-free substitutions. All users who suffer from latex allergies should take precautions while using or handling the latex parts by wearing non-latex gloves.

### ***“Clean” Needle Stick Guidelines***

In accordance with the Center for Disease Control (CDC) all sharps are to be handled safely and disposed of properly. In the event of a “clean” needle stick, the lab faculty should be notified immediately, so first aid can be provided. The lab coordinator should be notified so that an incident report form can be filled out and reported to Public Safety. Complications from a “clean” needle stick may include: tenderness, minor bleeding or bruising, and infection.

### ***Security and Emergencies***

All faculty members are to ensure that lab rooms are secure and safe when using the rooms. Doors should be locked at all times. The Public Safety Department should be notified if the lab rooms will be in use on off-hours (evenings and weekends). It is the responsibility of the faculty and students to be aware of the location of emergency exits on each floor of the Health Science Building. In case of a fire, all persons are expected to evacuate the building and Public Safety needs to be notified immediately at ext. 2222. Fire extinguishers are located throughout each hallway and close to the stairwells of each floor.

### ***Physical Safety***

All students should be instructed on safe handling techniques prior to practice and demonstration. Any person should use caution when practicing lifting skills and should not lift a manikin or heavy object without assistance. The wheels of all equipment (beds, wheelchairs, stretchers, etc.) are to be locked during practice and after use. There is a first aid kit located in the north observation room of the Sim Center if needed. There should be no running in the halls, and any accident or injury needs to be reported immediately to faculty. The lab coordinator will complete all incident reports.

### ***References***

Jeffries, P. R. (Ed.). 2007. Simulation in Nursing Education: From conceptualization to evaluation. New York: National League for Nursing

Clinical Simulation Center of Las Vegas: Learner Policies & Procedures Guidelines  
[www.csclv.nevada.edu](http://www.csclv.nevada.edu)

Clinical Simulation Laboratory Policies and Guidelines  
[www.uncwil.edu/simlab](http://www.uncwil.edu/simlab)

Policy and Procedure Manual: Nursing skill and Simulation Laboratory Union County College Practical Nursing Program. [www.ucc.edu](http://www.ucc.edu)

Laerdal International/US  
[www.laerdal.com](http://www.laerdal.com)

MSSU  
CONFIDENTIALITY AGREEMENT  
FOR THE SIMULATION CENTER FOR INTERDISCIPLINARY CLINICAL  
EDUCATION

As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

- All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of MSSU policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of hospital policy and may be a violation of HIPAA and other state and federal laws.
- The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The student running the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulation manikins are to be used with respect and be treated as if they were live patients.
- No Betadine, no ink pens (near the manikin), 22G IV or smaller for IV starts.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course of Study: \_\_\_\_\_

MSSU

SIMULATION CENTER FOR INTERDISCIPLINARY CLINICAL EDUCATION

SIGN-IN SHEET

**Reminder:** Confidentiality is essential to the learning process while practicing skills and during simulation. By signing in you agree not to discuss the any events during practice, simulation or debriefing with anyone other than the students and faculty who have participated during the lab.

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\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Scenario

