

**Saint Elizabeth University
Medical Simulation Center
Policies and Procedures
2022-2023**

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1. Introduction

Welcome to the Saint Elizabeth University Simulation Center, located on the main campus in the Anastasia Health Science Center in Henderson Hall. The SEU Simulation Center uses innovative low and high tech methods to simulate reality in healthcare education. The SEU Simulation Center simulates medical settings including hospital wards, physician offices, and clinics. All lab facilities are fully equipped to practice clinical skills and implement full-scale Simulations. The SEU Simulation Center strives to provide an innovative learning experience for students across multiple disciplines. Disciplines currently using the facilities include the SEU Physician Assistant program (MSPA), Nursing programs (RN, BSN, MSN), Foods and Nutrition programs (MS, RD), and psychology programs (Psy.D). Our facility is always interested in working with other disciplines including those that are not a health-related profession.

The SEU Simulation Center uses virtual and simulated patients, high, medium, and low fidelity human patient simulators, standardized human subjects, skill trainers, and sophisticated video technology to enhance learning. Our Simulation Center is also used as a skills attainment, practice, and assessment lab allowing students to learn and practice skills on each other in a realistic simulated medical setting preparing them for high stakes events in clinical practice. Along with innovative training methods these techniques provide safe experiential learning across many disciplines. In many cases, these experiences begin at the onset of a student's education. Along with skill acquisition, medical Simulation helps the student develop problem-solving and decision-making skills and the inclusion of environmental factors to make the students' learning experience realistic and authentic. Simulation pedagogy is strictly enforced to tie each learning experience into the course and program learning objectives. Positively oriented debriefing sessions with faculty, students, and other participant's input allows feedback, self-analysis, and team reflection of skills and performance.

Location

The SEU Simulation Center is located in Henderson Hall on our main campus in Morristown, New Jersey. Our facility is a modern state-of-the-art center completed in 2019. There are various rooms including a locker/changing room, a meeting room for simulated patients, and various classrooms. The ground floor Clinical Lab (HH14) includes 6 medical examination rooms and 2 "Simulation Suites", all rooms are monitored through a two-way control room. The second floor Clinical Lab (HH203) is a 12-bed facility and includes one "Simulation Suite" monitored through a two-way control room. All beds and rooms have audio/video recording capability for review purposes.

Saint Elizabeth University - Mission

Vision Statement

Saint Elizabeth University will be nationally recognized for educating individuals who seek an education focused on engaged learning for leadership in service to others.

Mission Statement

The mission of Saint Elizabeth University, sponsored by the Sisters of Charity of Saint Elizabeth, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds, and cultures.

Through the vision and values of Elizabeth Ann Seton, Vincent de Paul and Louise de Marillac and rooted in Gospel values and in Catholic Social Teaching, the Saint Elizabeth University affirms its solidarity with the poor and its commitment in service to the community.

Core Values

Saint Elizabeth University as an engaged institution of higher education, driven by mission and informed by our Catholic and Sisters of Charity traditions, seeks to live the following core values to achieve our mission, vision and strategic goals.

Integrity

As a community, we are called to unite in honesty, trust, and mutual respect and be transparent in our choices.

Social Responsibility

As a community, we are required to support the just and ethical well-being of individuals and communities to promote justice, diversity, and sustainability.

Leadership

As a community, we are inspired and empowered to move beyond our own boundaries to be accountable, to innovate and to transform for the common good.

Excellence in Teaching and Learning

As a community, we are committed to creating a stimulating learning environment that promotes critical inquiry and the holistic development of the individual.

Saint Elizabeth University Simulation Center - Mission

Vision Statement

To create a comprehensive interdisciplinary Simulation education program, focusing on team dynamics and clinical skill acquisition. Offer innovative Simulation programs and promote the sharing of clinical knowledge and skill sets among multiple disciplines and practitioner populations. Simulation improves the quality and safety of patient care and communication among professionals in a variety of occupations.

Mission Statement

The Simulation Center and its associated programs will:

- Serve a variety of disciplines within the university and community (healthcare and non-healthcare)
- Benefit students of all skill levels
- Define and measure clinical competencies
- Establish best practices to ensure patient and provider safety
- Advance the science of Simulation in education

Values

The SEU Simulation Center affirms the values of Saint Elizabeth University: Integrity, Leadership, Social Responsibility and Excellence and the translation of these values into the provision of healthcare care for all individuals.

Program Goals

The SEU Simulation Center supports a learning environment that emphasizes student achievement and excellence. The SEU Simulation Center provides the student and programs with a unique environment, which supports the student in the acquisition of knowledge, skills, and attitudes necessary for competent clinical practice. Training in the Simulation Center emphasizes leadership and patient advocacy skills in the spirit of community service and social justice, in a spiritually enriched atmosphere.

Simulation Learning Objectives:

1. Recall and apply didactic medical knowledge
2. Demonstrate competent and safe patient care techniques
3. Manage interpersonal and communication skills
4. Practice professionalism
5. Apply practice-based learning techniques
6. Demonstrate interdisciplinary clinical competency
7. Measure and assess clinical skills

2. Introduction to Medical Simulation

What is Simulation?

Simulation is an attempt to replicate reality. In healthcare education, Simulation attempts to imitate some or nearly all of the essential aspects of a variety of medical situations. Students are consistently challenged and the student is better prepared when similar events occur in live clinical practice. Life-like scenarios are used as a teaching and evaluation method in a safe environment. These techniques are conducive for skill acquisition and refinement, summative evaluation, critical thinking development, clinical reasoning and judgment skills, and interdisciplinary collaboration.

How is Simulation integrated into existing programs?

At the onset of their education, students are introduced to the Simulation center policies and procedures which are similar to those of all valid healthcare agencies where they will eventually work. Students are challenged to participate in realistic environments for skills and Simulation activities in order to enhance their didactic education and promote an appreciation for other disciplines. As their education progresses, students will acquire complex motor skills after repeated practice on standardized patients and Human Patient Simulators. As students advance, they will practice complex problem solving and collaborative techniques allowing a more fluid and successful transition to live rotations. Practicing in such an environment will increase the probability that those skills will be successfully implemented in real-world settings.

What is required of participants?

Simulating case scenarios and procedure training in the SEU Simulation Center involves active participation by all students. All students and faculty must adhere to the Simulation center rules. Human Patient Simulators are to be used with respect and treated as if they were live patients. The Simulation Lab is a learning environment but will be treated as actual medical settings in all respects. Students involved in simulated scenarios should have everyone's respect and attention and always maintain "patient" and fellow student confidentiality. Situations simulated in the lab are to be used as a learning tool and no discussion of a "patient's" conditions or actions of fellow students should take place outside of the lab beyond debriefing areas or classrooms or in a private conversation with other providers. A debriefing session is provided for most Simulation experiences.

What is debriefing?

The debriefing session involves immediate feedback and reflective critical thinking analysis as a tool for communication for participants of the Simulation exercise. The purpose of the debriefing session is to provide an intense post-procedure analysis and active critique driven by instructors and peers. The focus of the debriefing session is on positive aspects of the experience and allows the student to reflect on critical thinking questions.

The Standardized Patient

Our center uses volunteer and professional Standardized Patients to simulate realistic patients. Standardized Patients may be volunteers, fellow students, or professional Standardized Patients.

Standardized Patients are trained based on a *standardized case* or faculty-derived scenario. They are coached to present specific findings with a realistic social and emotional history. Additionally, a Standardized Patient may be asked to document learner performance by completing a brief checklist or questionnaire about the encounter. Commonly, Standardized Patients provide feedback during a relaxed post-simulation debriefing session with students and faculty.

Standardized patients receive briefings and instructions on case portrayal, techniques to facilitate learning, and feedback methodology.

All Standardized patients must sign a “Standardized Patient Consent And Non-Disclosure Agreement”.
Appendix J

Terminology and Acronyms (associated with the Simulation Center)

Case – A case involves a preset medical scenario that will be utilized during a Simulation. Cases can be obtained from standard cases or cases set up with faculty and Simulation staff. SEU has access to NLN and Laerdal pre-existing cases/scenarios.

Client – A client refers to resident faculty, adjunct faculty, or outside agents who contract to use the SEU Simulation Center facilities

Computerized simulation uses computer programs that allow the student to practice decision-making skills and learn specific tasks such as diagnostic ultrasound (SonoSim), CPR&ACLS (HeartCode), and Anatomy (Anatomage Tables).

SEU – Saint Elizabeth University

Debriefing – Post-event review with learners and instructors

EMR/EHR- Electronic Medical/Health Records

Event/Exercise – A Simulation session in the Simulation Center

Human patient simulation – This uses high fidelity simulators, human patient simulators that breathe with breath sounds, heart tones, and palpable pulses. In addition, the manikin has a monitor that can display EKG, pulse oximeter, blood pressure, arterial waveforms, pulmonary artery waveforms, etc. Procedures can be performed on the simulators such as bag-mask ventilation, intubation, defibrillation, chest tube placement, cricothyrotomy, injections, and many others.

Interact Solutions – Software systems for AV capture, analysis, delivery and evaluation of the Simulation.

Lab – In this document the word lab, Sim Center, Simulation Center and Sim Lab may be used interchangeably. They all refer to SEU Rooms HH-14 and HH-203

Learner/Student – Any participant in a Simulation

Manikin – Human Patient Simulator – HPS - Please note the word manikin is specific for mannequins used for medical Simulation purposes.

Pre-brief – The pre-brief provides learners with materials and information to review prior to the Simulation. The intent of the pre-brief is to augment or enhance the Simulation event and may include an orientation to the Simulation environment and simulators.

Simulation Roles

1. **Simulation Director** – Person responsible for the preparation, integration, and implementation of a Simulation experience.
2. **Program Coordinator** – Person responsible to coordinate learning, practice, testing experiences in coordination with faculty and Simulation Director.
3. **Control Room Tech** – Person who operates the audio-visual and recording system
4. **Simulation Technician** – The person responsible for care, preparation, and troubleshooting of human patient simulators or other equipment and supplies
5. **Simulation Faculty** – Instructors responsible for preparedness, monitoring, grading, and debriefing of students during a simulated experience
6. **Simulation Support Staff** – any staff assisting a Simulation experience

Scripts – Any role play information for standardized patients, team members, or partners taking part in the Simulation

SonoSim - Portable ultrasound equipment used to teach and practice ultrasound skills. This is available for SEU-MSPA students only

Standardized Patient (SP) – a volunteer or professional who acts as a patient for a Simulation or training sessions. Sometimes referred to as Mock or Simulated Patients

Standardized patient simulation - This involves the use of individuals trained to play the roles of patients, family members, or others to allow students to practice physical exam skills, history taking skills, communication skills, and other exercises.

Task Trainer – Low fidelity/technology simulators that target one or a limited number of health care skills. Our lab has multiple task trainers used for a variety of procedures.

Task trainer simulation – This involves the use of products to learn or practice a specific skill such as intubation heads, central venous line chests, intraosseous line legs, or umbilical artery cannulation trainers.

Teaching Associates – The SEU Simulation Center may employ professional teaching associates for use as patients for physical exam procedures or specialty exam/procedures associates (such as genitourinary).

Virtual Simulation – The use of computerized technology and/or distance education methods to Simulate Scenarios. Common platforms include VSim for Nursing, Zoom, and EHRGo.

Virtual reality simulation (VRS) – This uses advanced computerized technology to allow students to learn or practice how to perform cardiac catheterizations, colonoscopy, bronchoscopy, ureteroscopy, laparoscopic surgery, intravenous line placement, and other procedures. (at the current time SEU simulation Center does not use VRS)

3. Rules and Regulations of the Lab

See Appendix C and D – All users will receive a copy of the Rules and Regulation of the Center and must agree to the terms. A signed Acknowledgement of Receipt of Rules and Regulations of the Lab is required.

Lab Behavior and Conduct

ALL PARTICIPANTS MUST WASH THEIR HANDS WHEN ENTERING AND LEAVING THE LAB

Smoking and/or vaping is strictly prohibited in any of the Simulation Lab areas.

Any of the Simulation areas are considered medical wards. Professional behavior and demeanor are always expected.

All participants must act in a manner that does not disturb other academic activities occurring in the lab or building.

No markers, pens, highlighters, or other ink writing instruments are allowed in the Simulation center under any circumstances. Ink may permanently damage the human patient simulators.

The staff will provide pencils for use in Simulation rooms when required.

Photocopies should not be in any of the clinical areas, the ink can damage the human patient simulators. Any guide sheets or checklists needed for bedside use should be laminated. The instructor may bring textbooks in the lab when necessary but they must stay on the tables in the center of the room. Nothing except pencils and laminated handouts are allowed bedside!

Environment

The Simulation center is under 24/7 audio/video surveillance

The Simulation Center is not a latex-free facility. If you have a latex allergy notify your instructor or the Simulation Center staff. Potential or known allergies should be discussed with your and/or Simulation Center staff.

The Simulation Center is often cool. A heavier lab coat is recommended for use over clothing or scrubs when appropriate.

Universal Precautions and Use and Disposal of Supplies (See Section 8)

ALL PARTICIPANTS MUST WASH THEIR HANDS WHEN ENTERING AND LEAVING THE LAB

All participants must have completed a Blood Borne Pathogen training program if they intend to perform invasive procedures on the Human Patient Simulators, other students, or Standardized Patients.

All users of the lab should always follow Universal Precautions while participating in clinical activities (this includes live patients, other students, and HPSs).

All sharps must be disposed of in an appropriately labeled sharps container. Under no circumstances may sharps be removed from the Simulation labs.

All injuries, including “clean” or “used” needle sticks, must be reported to the instructor or Simulation Center staff immediately.

Always clean your work area when you are finished.

No one is to touch any of the Human Patient Simulators or task trainers unless wearing gloves and are told to do so by their instructor.

See updated Covid- 19 precautions. Appendix K (last update 7/20)

Food and Beverages

Food and beverages are **NOT** permitted in Simulation laboratories (including water). Food and beverages are permitted in the break areas, and changing rooms of Henderson Hall. All gum is to be removed prior to entering the lab. Break areas will be identified by your instructor.

Dress Code

Staff and instructors are always expected to present a professional appearance. Participants are expected to wear appropriate protective attire for their role, department, and organization. Appropriate attire may include gowns, masks, gloves and other personal protective equipment. All clinical personnel are expected to wear appropriate scrubs or a white lab coat when in any of the labs. All students, unless otherwise specified, are expected to wear appropriate scrubs or white lab coat. Certain sessions require students to wear clothing that is accessible for physical exams. When this is required lab coats should be worn over this attire (your instructor will provide details)

You may be required to wear a task-specific outfit if required (such as surgical gowns, gloves and masks, shoe and head covering, face shields or other eye protection)

Personal Electronics

All electronic devices including cell phones, tablets, cameras, and video recorders are prohibited in the Simulation labs (unless otherwise noted). Do not take videos or photographs with the HPSs, other students, or faculty without permission. You may keep your personal cell phone in your lab coat pocket. If you must take a call in an emergency, notify your instructor and leave the lab immediately. Be aware of the potential spread of germs that can occur from you to the patient and the patient to you. Once you touch your cell phone, please re-wash your hands. No phones are to be used bedside. Specific school-owned laptops may be allowed bedside if the instructor and Simulation Lab staff allows it.

Storage Lockers

No personal items, including backpacks, purses, laptops, tablets, outerwear, personal items, books, etc. are allowed in any of the Simulation Labs. Please lock all personal items in lockers. Locks for daily lockers are available and should be returned upon event completion. A fee for any lost keys or locks will apply. Lockers are not for overnight use. Locks remaining overnight will be cut and removed.

The SEU Simulation Center and SEU are not responsible for any loss or damage to personal property brought into any of the SEU Simulation Center facilities. Please report any items lost or found to SEU Administration.

The use of lab and/or bedside computers is restricted to assigned classroom work and not for personal use. These computers are patient monitors matched to the HPS's and will not reach outside Internet sources.

Human Patient Simulators, Equipment and Supplies

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 Simulation Center.

Do not use, touch, or move any equipment that is not assigned to you during the specific session.

Any equipment malfunction or abuse must be reported to the Simulation Center staff immediately.

Instructors should not use any simulators or perform any tasks or procedures for which you have not been trained. Each simulator requires individual and specific training.

Never remove a manikin from the bed unless instructed to do so.

Packaging, wrappers, threads, gloves and other used supplies should be placed in appropriate trash receptacles. Red bags and sharps boxes are available for contaminated medical waste.

All equipment and durable supplies (unused or deemed as reusable) must be returned to their proper places. Supplies and kits may be reused by other students. Please ask for assistance for proper disposal and reprocessing.

Never place items in your pockets and never remove equipment or supplies. **Be sure to check your lab coat pockets prior to exit to make sure items are not inadvertently removed from the laboratory.** Proper disposal of all sharps in designated containers is mandatory prior to exit.

Never borrow items, equipment, or supplies from the labs unless appropriate paperwork is completed and items have been pre-approved for use outside the SEU Simulation Center.

Simulation supplies or equipment are never to be used for live patient care.

The SEU Simulation Center does not use or store any real medications. All simulated medication bottles contain distilled water. Only distilled water should be injected into human patient simulators.

Upon completion of lab exercises, all beds must be returned to a flat lowest position with all bed rails up and locked. Beds must be locked and bed lights turned off. Linen and pillows should be clean and neat and in their proper place. Any dirty linen should be placed in the dirty linen bin and replaced with clean items. Clothing/gowns should be properly placed back on the manikin after each use as if caring for a real patient.

Conduct

All users of the lab are expected to support the mission of the SEU. Everyone should exercise the highest level of professionalism, integrity, ethics, objectivity and mutual respect in their behaviors and relationships. Clients, instructors, and students should act in the best interest of the SEU at all times. The SEU administration reserves the right to suspend the privileges of lab users.

The privilege of the use of SEU Simulation Center facilities may be suspended for misconduct or misbehavior at any time. If an individual is suspended, a notification will be sent to the appropriate instructor, client, and department director.

Photography and Video

All participants must have a signed and dated the “Acknowledgment of Rules and Regulation” release form. This form contains an Authorization Release for Photography and Video section. By signing this release, you hereby grant SEU the irrevocable right and permission to use photographs and/or video recordings of yourself on university and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation.

Additional Reminders for Instructors/Clients

Instructors/clients are responsible for all lab areas and equipment. Be sure to leave the labs the way it was when you entered. If something is out of place or damaged be sure to notify Simulation Center Staff as soon as possible.

Never remove items, equipment, or supplies from the labs unless appropriate paperwork is completed and items have been pre-approved for use outside the SEU Simulation Center.

Never use a manikin, task trainer, or HPS that you have not been trained on.

Upon completion of lab exercises, all beds must be returned to a flat lowest position with all bed rails up and locked. Beds must be locked and bed lights turned off. Linen and pillows should be clean and neat and in their proper place. Any dirty linen should be placed in the dirty linen bin and replaced with clean items. Clothing should be properly placed back on the manikin after each use as if caring for a real patient.

Contact Information on File

All SEU Simulation Center clients/instructors must provide the Simulation Center Staff a current cell phone number. This information is required on the “Reservation Request” form. Instructors should have access to all student’s emails.

4. Guide to Use of the Simulation Center

Request for use of the SEU Simulation Center facilities or any of its equipment or services should be initiated via the Reservation Request Form. The SEU Simulation Center staff will schedule the necessary

rooms and appropriate equipment and supplies for your Simulation or activity. The Simulation Director is available to help you plan your training sessions or Simulation event. The SEU Simulation Center will not honor any schedule request unless completed through this process. The SEU Physician Assistant and Nursing programs have priority use of the lab. Instructors are responsible for setting up supplies, work stations, and Simulators/task trainers. Instructors are also responsible for cleaning and sanitizing equipment and supplies and replacing reusable supplies to designated areas.

Simulation Center Utilization Options

1. Skills practice lab (using other students/Standardized Patients/mock patients)
2. Simulated medical interviews
3. Skill practice lab (using task trainers, HPSs)
4. Skills and procedure training and testing (can be recorded)
5. Medical Simulations (with SPs or HPSs)
6. Equipment loaning for use outside the Simulation Center (faculty only)
7. Non-medical interview Simulations
8. Summative evaluation Simulations

Services available at the Simulation Center:

1. Simulated medical interviews (basic and advanced)

Addiction	Eating Disorders
Adolescent medicine	Gerontology
Alcohol or Drug Abuse	Grief
Anger	Health Education
Anxiety	Human sexuality
Cancer	Medical history
Communicating bad news	Men's health
Couples and families	Professional ethics
Death and dying	Psychiatry
Depression	Public health
Dieting	Review of Systems
Disease-specific diets	Weight Loss
Domestic violence	Women's health

2. Skill and procedure training

Airway management	Injection training (SQ, IM, IV)
Arterial line placement	IV placement
Central venous lines	NG tube placement
Chest tube placement	Suturing
Electronic Medical Records	Ultrasound
ECG interpretation	Wound care
Foley catheters	

3. Medical Simulations (basic and advanced case management)

Athletic Training cases	Emergency Medical Services
Cardio-Respiratory cases	Emergency Medicine cases
Chiropractic/osteopathic cases	Family Medicine cases
Dermatology cases	Gastroenterology cases
Emergency and trauma cases	Genitourinary cases

Gerontology cases
Gynecology cases
Internal Medicine cases
Interprofessional collaboration
Neonatal cases
Neurology cases
Nursing Cases
Nutrition Focused Exam
Obstetric cases

Occupational Therapy cases
Pain management cases
Pediatric cases
Physical Therapy cases
Physician Assistant Cases
Public Health
Sports Medicine cases
Team dynamics

4. Non-medical interview Simulations

Business communication skills
Communication and interpersonal skills
Difficult and challenging customers
Difficult and challenging job interviews
Effective Interviewing techniques and practice skills
Effective telephone skills
Professional school applicant communication skills

5. On-site training programs

Human Patient Simulator Training
Blood Borne Pathogen Training
AHA Advanced Cardiac Life Support (ACLS)
AHA CPR – Hands-Only, Heartsaver or Basic Life Support (BLS)
AHA Pediatric Advanced Life Support (PALS)
Emergency Care And Safety Institute First Aid Programs
Simulation Faculty Development
Standardized Patient Training

The SEU Simulation Center can customize simulations, create new ones to meet your needs, or use pre-existing cases (including NLN cases). Please contact us to discuss your ideas and any additional information you might need.

Instructor/Client Information

A client refers to resident faculty, adjunct faculty, or outside agents who contract to use the SEU Simulation Center facilities. The instructor is a qualified faculty member that facilitates the Simulation session. The instructor and client may be the same person. The student refers to learners, either matriculated students or students from outside agencies or clinical partners. The SEU Simulation Center director can be used as a client or instructor. The SEU Simulation Center director is available for assistance with course integration, pedagogy, teaching skills, Simulation experiences, debriefing and assistance with equipment during specific hours.

The SEU Simulation Center is available for use by all SEU departments, programs, individuals, collaborators, clinical partners, and local community organizations with proper application and approval.

A Reservation Request form (see website) must be submitted and a client must meet with the SEU Simulation Center Director to review the proposed event prior to scheduling.

Approval and priority of use are determined by appropriateness, completeness of the application, and readiness of course materials. All MSPA and Nursing Classes will have scheduling priority. Instructors intending to use the center for an entire semester may reserve the rooms for the entire semester. This should be coordinated with the SEU Simulation Center Director. It is the instructors responsibility to advise the Simulation director of times during the semester that a lab will not be in use, allowing others to use the lab at that time.

Course Clients must schedule a meeting with the SEU Simulation Center Director to schedule an orientation in advance of the instructor's initial use of any of the facilities. All clients and instructors must attend an orientation prior to the use of the lab or use of any of the equipment.

Full-scale medical Simulations require a Simulation Center staff member, control room operator (s), equipment technician (s), and appropriate faculty.

User Training/Orientation Sessions

All faculty, staff, and students must complete the SEU Simulation Center orientation prior to using the equipment. It is the responsibility of the client/instructors to ensure everyone is trained on all equipment, procedures and/or simulators they plan to use. Training courses will be offered on a regular basis as needed.

The following training is available:

Simulation Lab Basic Orientation – all lab users must complete this orientation.

1. Rules and regulations overview
2. Foundations of Simulation
3. Dress policy/locker room
4. Equipment policy
5. Disposal policy
6. Tour of facility
7. Receive and sign rules and regulation receipt form

Simulation Lab Client/Instructor Orientation (must have completed basic orientation) (Beginning January 2021)

1. Review of instructor qualification (for specific human patient simulators)
2. Hours of operation
3. Reservation request form
4. Scheduling
5. Principles of an effective Simulation
6. Equipment management
7. Supply use
8. Planning and running a Simulation
9. Planning and running a debriefing session

Additional training (will be available periodically)

1. Blood Borne Pathogen Training
2. EHRGo Medical Record Simulation

3. Fundamentals of Simulation
4. Fundamentals of Debriefing
5. Interact Solutions Video Recording Training
6. Sim Pad Basic/Plus/Leap Training
7. SonoSim Training
8. Use of NG Tube/Trachea Care Task Trainers
9. Use of Catherization/Enema Task Trainers
10. Use of Vascular Access Trainers (including Chester Chest and Multivenous Arms)
11. Sim Mom Training
12. Prompt Flex Birthing Simulator Training
13. Caesarian Trainers Training
14. Ophthalmo/Oto Simulators and Sounds Training
15. Nursing Simulators 1 and 2 Training
16. Sim NewB Training
17. Sim Junior Training
18. Sim Essentials Training (Instructors should be BLS and ACLS certified)
19. Sim Child and Infant Training
20. Nursing Kid/Nursing Baby Training
21. American Heart Association BLS Certification (And Instructor Training)
22. Emergency Care and Safety Institute First Aid Instructor Training
23. American Heart Association Advanced Cardiac Life Support (ACLS)
24. American Heart Association Pediatric Advanced Life Support (PALS)
25. Abdominal Exam trainers
26. Male GU trainers
27. Female GU trainers

All Instructors must be approved by SEU Simulation Center Director and proof of training must be on file.

Reservation Requests and Equipment Use

All sessions or any use of space or equipment at the SEU Simulation Center should be initiated via the Reservation Request Form (website). Contact the Simulation Center Staff for use of equipment outside the Simulation Center.

SEU Simulation Center staff will schedule the necessary rooms and equipment for your event. The SEU Simulation Center will not honor any schedule request unless completed through this process.

Any special room configurations, equipment, supplies, or instructions will need to be included on the Reservation request form and discussed with the Simulation Director in advance.

Changes must be submitted at least one (1) business day prior to the event.

Changes to a Simulation event will be approved based on the availability of rooms, equipment, and staff.

Acknowledgment of Policy and Procedure (Appendix A)

Prior to initial use of the SEU Simulation Center, clients/instructors must review the Policy and Procedure Manual and sign the Acknowledgement of Receipt of Policy and Procedure Manual, acknowledging willingness to comply with all policies and procedures as written in the handbook.

SEU policies and procedures take precedence over any circumstances not covered in this document and/or the Policy and Procedure Manual.

Fees/Funding (Appendix B)

All Reservation Request forms must include course funding information. If this is not available when submitting the application, then 'TBD' should be indicated in the accounting/funding field. The SEU Simulation Center reserves the right to request prior funding approval for the creation and implementation of events, activities, and courses.

At the client's request, an estimated budget may be provided prior to the start of the development of the sessions.

Fees are based on the fiscal year fee schedule provided to clients upon request.

If the instructor must cancel a course, the SEU Simulation Center will evaluate the circumstances and may institute a course cancellation fee.

The fee schedule is attached. Appendix B

Course Cancellation/Denial

Although rare, circumstances related to equipment malfunction, network failure, weather conditions, facility problems, etc., may necessitate the emergency canceling of a Simulation session. Course clients/Instructors will be notified immediately. If this occurs the SEU Simulation Staff will notify the Client/Instructor as soon as possible and the class will receive priority rescheduling.

Courses may be denied because of the unavailability of rooms or equipment and staffing schedule conflicts.

A scheduled course will be canceled if a complete application is not received by

SEU Simulation Center staff at least 72 hours in advance (excluding weekends and holidays) of a scheduled course. Such cancellations are subject to a cancellation fee.

In the case of course denial, the client requesting the SEU Simulation Center will be contacted by the SEU Simulation Center staff with follow-up contact to discuss rescheduling options.

Course Cancellations by the Client

Clients must email or call in ALL CANCELLATIONS to the SEU Simulation Center Director at least one business day prior to the scheduled date of the class. Be sure to receive confirmation of the cancellation by Simulation Center staff. Instructors must email or call the Simulation Director as soon as they are aware that they will be unable to instruct a course. Refunds for emergency cancellations will be reviewed on a case by case basis.

Instructors are responsible for notifying participants/students of course cancellations.

Participants should notify the course instructor directly, not the SEU Simulation Center if they are unable to attend a course.

Any cancellations may be assessed a cancellation fee regardless of the amount of notice given.

Session Implementation (Skills Session or Simulation Session)

All lab users must complete a basic orientation

Instructors must complete a training session in the use of the lab, task trainers, equipment, or Human Patient Simulators prior to teaching a class that requires any specific equipment or supplies. Any outside equipment or supplies used in the lab must be approved by the Simulation director. Additional Instructor orientation sessions will be implemented in January 2021.

Clients/Instructors must complete a Reservation Request form (website) in a timely manner (>72 hours) prior to the date of use of the lab. It is recommended that all initial applications be reviewed with the SEU Simulation Center Director.

Full semester slots are available for courses intending to use the laboratory on a regular basis. (please re-arrange this with the Simulation Center Director)

All clients/instructors must have SEU Simulation Center Director or staff review course information, goals, objectives, logistics, equipment needs and schedule.

SEU Simulation Center may request additional information or clarification prior to approval and scheduling.

A full-scale Simulation should be discussed with the Simulation Director about 6 months in advance of the anticipated event. A Simulation Template (Appendix E) must be completed in full and all aspects of the Simulation must be ready at least 1 month prior to the event.

A Course Checklist (Appendix F) should be completed while preparing a Simulation event.

5. Equipment and Facility Use

Simulation Equipment

The SEU Simulation Center has several types of simulators. SEU Simulation Center staff will help instructors determine the resources and level of fidelity to meet the learning objectives. The appropriate equipment and supply lists will be confirmed with SEU Simulation Center staff during the scheduling process.

Equipment and supplies will be provided for courses for a fee with the exception of any specialized equipment and supplies. Any necessary equipment and supplies for a course that are not considered standard by the SEU Simulation Center are the responsibility of the requesting agency or department. All equipment and supplies must be approved for use in the lab spaces.

Use of ANY outside equipment (such as stethoscopes, otoscopes, ophthalmoscopes, catheters, etc.) must be approved by the SEU Simulation Center Staff prior to use on any of the manikin.

Equipment, including simulators, will be inspected prior to the start and upon completion of all usage. Any damage beyond normal wear and tear to SEU Simulation Center equipment during use is the responsibility of the course client, instructor, or individual in the case of independent usage. The individual, department, or program will be billed for the costs associated with repair or replacement.

All instructors and participants must be familiar with the basic functions of the equipment they plan to use. If a client wants more in-depth information about how to operate a simulator, she/he should make an appointment with the SEU Simulation Center Director.

Troubleshooting

A Simulation technician will be available during each session and assist in operating and troubleshooting of all equipment. The Simulation Technician will provide a detailed overview of the Simulation center resources and the proper use of all Simulation equipment pertaining to your course. In the event that equipment is malfunctioning, he/she will attempt to repair the equipment. If the equipment is not immediately repairable, a replacement will be provided (when possible). If resources are limited, the session may be postponed.

Room setup and supplies

Instructors should email the Simulation Center director about 1 week prior to skills lab or Simulation indicating the equipment and supplies that are needed for the session (specific numbers should be indicated).

A supply disposition form should be completed when disposing syringes and needles and other sharps.

[SUPPLY DISPOSITION FORM](#)

The instructor or a Simulation Technician will set up all rooms prior to the start of a Simulation (skills training sessions will be set up by instructors). Any special requests for room set up should be indicated on the Reservation request form or in consultation with SEU Simulation Center staff and must be communicated to the SEU Simulation Center staff a minimum of 1 week prior to the start of the class.

Any unresolved issues should be addressed with the Simulation Director.

Equipment Loan (for use beyond the Simulation Center)

The SEU Simulation Center maintains equipment and supplies for use outside the Simulation Center. Equipment such as portable BP cuffs, stethoscopes, and examination/procedure supplies can be borrowed for use in other areas. Borrowers must sign an Equipment Loaner form. (Appendix F)

Disposables/Consumables

A fee is associated with any disposable items used during the equipment usage period. Example: manikin skins, IV arm tubing, simulated or real fluids/blood, endotracheal tubes, and other airway equipment,

syringes, NG Tubes, and all other medical and surgical supplies. Supplies will be billed to the appropriate department or agency.

Repair

Equipment will be inspected prior to use and upon completion. Any damage to the SEU Simulation Center equipment during the use period is the responsibility of the borrower. The individual or their department/agency will be billed for the costs associated with any damages.

Reporting Issues

Malfunctioning equipment must be reported to the Simulation Technician who will attempt to resolve the issue. If the issue cannot be resolved, a change or replacement of equipment will occur, whenever possible. Any issues such as potential hazards, spills, or environmental issues should be reported to the SEU Simulation Center Staff or the appropriate personnel as soon as possible. Any major facilities issues should be reported to facilities, housekeeping, or security as soon as possible.

Any damaged equipment should be reported as soon as possible using the Simulation Center damaged equipment form; [DAMAGED EQUIPMENT FORM](#)

https://docs.google.com/forms/d/e/1FAIpQLScCmeKMHZm-bcLnvY4_AbK43y9gVcZAiegca_deksY_91cKGg/viewform?usp=sf_link

Any unresolved issues should be addressed with the SEU Simulation Center Director.

6. Discrimination, Harassment, and Retaliation

The Simulation Center incorporates the Saint Elizabeth University's Policies on Discrimination, Harassment, and Retaliation.

Harassment includes, but is not limited to, unwelcome verbal abuse such as offensive racial, ethnic, or sexual threats or comments, physical conduct such as touching, rude gestures, or any type of pressure to engage in sexual activity.

Sexual harassment is a form of sex discrimination. It is defined as unwelcome sexual advances directed at a member of the opposite sex or the same sex, and other verbal, physical, or visual conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes, but is not limited to, unwelcome comments, jokes, pictures or remarks, questions, whether oral, in writing or sent via e-mail that are sexual in nature or content. Making obscene or lewd remarks or gestures can also be sexual harassment.

This kind of conduct is improper even if there is no intent or purpose to offend someone. This conduct should not occur in the workplace. Any incident of harassment should be reported to the CSP manager or your own director.

Retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, cooperating in a discrimination or harassment investigation, or

filing an EEOC claim is prohibited. Retaliation activities should be reported to your immediate director or your human resources department.

Saint Elizabeth University practices equal opportunity with respect to its students and its employees. No one will be denied employment at or admission to the Saint Elizabeth University based on sex, race, creed, color, religion, disability, age, marital status, sexual orientation, gender identity or expression, or national origin.

The University does not discriminate based on any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by federal and state law and regulations.

Saint Elizabeth University complies with Title IX of the Education Amendments of 1972, which prohibits all recipients of federal funds from discriminating based on gender in its educational programs and activities. The University also prohibits harassment based on sex, race, or other bases listed above, and prohibits sexual assault, dating violence, domestic violence, stalking or other forms of violence against its students and employees. Any of these acts or other acts of violence will not be tolerated.

The University will respond promptly, fairly, and impartially to all complaints of harassment, sexual assault, or violence. This policy applies to all members of the Saint Elizabeth University community and describes an individual's rights as a student or employee with respect to sexual or other forms of harassment, sexual assault, dating violence, domestic violence and/or stalking. The Title IX Policy has been revised to improve its organization and formatting and to align the policy with new regulations recently released by the federal government.

- Revising the definitions of stalking dating/domestic violence, sexual harassment, sexual assault; in order to be in compliance with the recent federal regulations.
- Consent for sexual activity;
- Clarifying the role of an advisor during the complaint resolution process; and
- Adjusting investigative timelines to be consistent with new regulations.

Our policy remains within the parameters established by federal and state law including:

- [Violence Against Women Reauthorization Act of 2013](#)
- [Preventing Sexual Violence in Higher Education Act](#)
- [2017 Title IX Guidance](#)
- [SEU Title IX Compliance](#)

We will continue to use a "preponderance of the evidence" standard in determining whether the facts support a finding of responsibility for violation of our sexual misconduct policies. This is consistent with

the standard we use for other policy violations.

The Saint Elizabeth University is also committed to promptly, impartially, and equitably addressing and resolving all reports of sex discrimination, sexual harassment, and sexual misconduct. When the university discovers that such behavior has occurred, we will take steps to stop the behavior, to prevent its recurrence, and to remedy its effects.

Creating a safe campus environment and a culture of respect is the shared responsibility of all members of the Saint Elizabeth University community. This must continue to be among our highest priorities.

7. Bloodborne Pathogen Prevention and Exposure Policy

Training

Faculty/Students who are required to interact with patients/simulated patients as part of their training are required to have appropriate training and certification in Blood Borne Pathogens. Therefore, faculty/students must follow routine practices for preventing the exposure, spread, and development of communicable diseases. All faculty/students will be trained regarding bloodborne pathogens in accordance with the requirements of the Occupational Health & Safety Administration (OSHA) on Universal Precautions. They will learn correct methods of handling blood, tissues and bodily fluids as well as dealing with the management of communicable diseases.

Most students/faculty using the Simulation Center are required to complete the OSHA training module for bloodborne pathogens. The cost of this course is dependent on the program you are associated with. Please contact the Simulation Center Director to determine if your students are required to have this certification.

Prevention

All users of the center (whether or not they completed a BBP course) including faculty, staff and students are expected to follow Universal Precautions during all activities in the Simulation Center.

Precautions include:

- 1) hand hygiene;
- 2) use of personal protective equipment (e.g. gloves, gowns, masks);
- 3) safe injection practices;
- 4) safe handling of potentially contaminated equipment or surfaces in the patient environment; and
- 5) respiratory hygiene/cough etiquette.

Specifically, faculty, staff, and students must:

- 1) Act as though all patients have a potentially contagious bloodborne disease
- 2) Avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions
- 3) Avoid injuries from all “sharps”

- 4) Avoid direct contact with items, objects, and surfaces contaminated with blood or body fluids
- 5) Dispose of all “sharps” promptly in special puncture-resistant containers
- 6) Dispose of all contaminated articles and materials in a safe manner prescribed by law

The Saint Elizabeth University Facilities Department will provide students with sharps containers, red bags, and medical waste containers; and coordinate proper disposal.

Exposure

If a student experiences a needlestick or other sharps injury or is exposed to blood or other body fluid, he/she should follow these steps as indicated:

- Remove contaminated clothing.
- Immediately irrigate potentially contaminated eyes with clean water, saline, or sterile irrigants for 15 minutes.
- Immediately flush splashes to the nose, mouth, or skin with running water.
- Vigorously wash needlesticks and cuts with soap and water for one minute with antibacterial soap.

If an incident occurs in the Simulation Center or on during any session and SEU:

- Notify the course instructor and SEU Simulation Center Director; and
- Seek immediate medical evaluation at Student Health Services.
- If the student prefers, he/she may seek an evaluation from their personal healthcare provider.

If there is a question about the appropriate medical treatment for occupational exposures, 24-hour assistance is available from the Clinicians' Post Exposure Prophylaxis Hotline (PEPline) at 1-888-448-4911.

Incident Report

Students must submit an incident report appropriate for their program.

The student may obtain post-exposure medical care from Student Health Services or the provider of their choice. The information regarding the student's medical care must be kept confidential.

8. Cleaning Policies

To assist in the longevity of the Simulation Center's equipment, students must use the equipment only as directed and under the supervision of an instructor. If there are any questions as to the proper use of a piece of equipment, the Simulation Center Staff should be consulted. Specific cleaning policies are noted in Appendix H

Maintenance Schedule for all task trainers, human patient simulators and medical equipment.

After each use (faculty):

- 1) Wipe down all human patient simulators and low fidelity skills trainers to remove all adhesives.
Use 91% alcohol (available in labs)

- 2) Remove all moulage and/or markings.
- 3) Drain all fluids and the flush tubing system. Top off all fluids as needed.
- 4) Rinse out injection sponges and place in disinfectant
- 5) Clean and disinfect all American Heart Association course materials (masks, valves) in conjunction with AHA guidelines.
- 6) Assess all task trainers, human patient simulators and medical equipment for obvious damage, leaks, necessary part replacements, and cleanliness. If not in use or scheduled to be used, once wiped, drained and dried, store in an appropriate area.
- 7) Check the supply of sheets, replace them as needed. Change dirty/wet linen and clothing.
- 8) Set aside course disposables to be inventoried. Once inventoried, unused disposables should be returned to storage
- 9) Power off simulators, PCs and wall monitors
- 10) Clean all counters and other equipment with approved antiseptic wipes (purple container)

Weekly (Staff):

- 1) Clean and inspect all equipment
- 2) Wipe down skin/covers. Remove any adhesive, moulage or markings left on the skin
- 3) Calibrate all sensors and monitors
- 4) Turn on and test all electronic devices, check/replace batteries as needed
- 5) Run associated programs that control equipment
- 6) Drain all fluids and the flush tubing system. Top off all fluids as needed. Add antifungal agent as needed
- 7) Change dirty/wet linen and clothing

Monthly:

- 1) Inspect (and if needed replace) all disposable parts
- 2) Assess for wear and tear that might need major work or factory service

Annually:

- 1) Preventative maintenance package completed by the respective vendor

As Needed:

Contact vendor for onsite maintenance or verbal/written guidance if equipment issue is unable to be successfully resolved by a technician

9. Acknowledgment of Receipt and Review of Policy and Procedure Manual

All clients/faculty must sign and date receipt and review of the Policy and Procedure Manual (Appendix A) and return to SEU Simulation Center Staff prior to the use of SEU Simulation Center facilities. Participants will not be permitted to use SEU Simulation Center facilities without a signed Acknowledgement of Policies and Procedures form signed (Appendix A). The official Policy and Procedure Manual is adjusted regularly. The online copy is the most recent version

10. Security Requirements

The Simulation Centers (located in HH-203 and HH-14) contain valuable equipment and supplies. The facilities also contain potentially hazardous medical equipment and medical waste. All of these assets must be protected from unauthorized access, use, removal, theft, or mishandling. SEU Campus Security has the primary responsibility for protecting and securing these assets. However, the SEU Simulation Center Director, course clients, instructors and faculty, and support/ancillary staff must take precautions to protect against unauthorized access, use, removal, theft, or mishandling of items within the Simulation facilities or items borrowed or rented by clients/instructors or off-campus partners.

Specific Security Measures:

- The Simulation Labs will be under 24/7 recorded video surveillance
- Simulation Lab access will be restricted at all times
- Doors must be closed and locked at all times
- To ensure security, users should:
 - Question the presence of unfamiliar/suspicious individuals
 - Report disruptive or suspicious behavior to campus security immediately
 - Report missing or damaged equipment, supplies, materials immediately
 - Avoid granting access to unfamiliar individuals
 - Report any potential security issues to the SEU Simulation Center Director or campus security
 - Ensure medical supplies are double locked at all times when not in use (room lock and cabinet lock)
 - Discard medical supplies properly using Universal Precautions
 - All computers must be password protected with restricted access by key personnel

To ensure security, qualified university personnel will be identified and access will remain restricted to this personnel. Key personnel includes Simulation center staff, select faculty and staff within the PA and Nursing departments, security, limited facilities, and IT personnel, and administration:

- Key access to the main door of Room 14 and key access to the three doors of Room 203 will be restricted to a limited number of campus personnel.
- Card access to the main door of Room 14 and the main door of Room 203 will be restricted to key campus personnel, trained faculty, housekeeping, and security personnel.

11. Facility Tours

Be assured we will try to accommodate all tours. Due to the expense of the equipment, access to medical supplies, the potential exposure to bloodborne pathogens, and the possibility of confidential Simulations in progress, tours of the lab will be strictly controlled. Simulation staff should be notified 24 hours before a tour is scheduled. Should Simulation Center staff not be available for a tour, key nursing and PA personnel have access to the lab and will open the doors for tour purposes. Student ambassadors and admissions personnel receive a personal orientation to the facility and understand the general operation and are qualified to give tours under the proper guidance. Absolutely no tours will be allowed during a medical Simulation.

Contacts for access to the lab:

Dr. Nicholas F. Palmieri

(973) 290-4171

npalmieri@STEU.edu

Henderson Hall, Room 207

Kim Booth

(973) 290-4154

kbooth@STEU.edu

Henderson Hall, Room 16E

Janet Okken

(973) 290-4139

jokken@STEU.edu

Henderson Hall, Room 215E

12. Vendors and Contacts

Equipment purchase, repair, and renovation, or purchase of supplies must be approved by the Simulation Director. The Simulation Center deals with specific vendors. See Appendix I for vendors or appropriate departments that should be contacted when necessary. All other concerns should be addressed to appropriate SEU personnel, such as Facilities, IT, and Administration.

Dr. Palmieri can be contacted directly at npalmieri@STEU.edu, 973-290-4171

13. Appendices

Appendix A - Acknowledgement of Receipt and Review of Policy and Procedure Manual



Medical Simulation Center

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF POLICY AND PROCEDURE MANUAL

I acknowledge that I have received and reviewed the SEU SIMULATION CENTER Policy and Procedure manual. I have read and understand the content of the manual. I agree to abide by the content of this manual.

I agree that no student will perform any procedure on human subjects, task trainers, or Human Patient Simulators without direct supervision. No student is allowed in any Simulation Lab or Control Room without direct supervision by a faculty member. An approved clinical instructor must be present at all times with no exceptions. I understand that all instructors using the Simulation Center must be approved and properly trained in use of the labs and equipment. Instructors are responsible for preparation, class conduct, and clean-up.

I will contact the SEU Simulation Center Director in regards to any questions or concerns. I understand that failure to abide by the terms of this manual may lead to a suspension (temporary or permanent) of SEU Simulation Center facility privileges. I am aware that there may be changes made to this manual from time to time, and that I will be responsible for reading and abiding by said changes. Most current version will be kept online.

Instructor/Client Signature

Date

Print Name

Cell Phone

SEU Email

Cell Phone

SEU – EMAIL

Appendix B - Fee Schedule



Medical Simulation Center

FEE SCHEDULE

All fees will be finalized 4 weeks prior to the Simulation Day, and along with formal contract

Facility Cost (Simulation rooms)	\$1000/day
Simulation Labs (HH-203 and HH-14 and debriefing room)	\$1000/session*
Other classrooms	\$500/day
Faculty	\$75/hour
Staff (techs and control room operators and room director)	\$30/hour
High Fidelity Human patient simulators (Essentials, SimMom, NewB, Junior, etc.)	\$500/day
Medium Fidelity Human patient simulators	\$250/day
Task Trainers	\$100/day
Low Fidelity human patient simulators (CPR with AED trainers)	\$75/Course
Lunch Vouchers (students)	\$15/person
Cancellation Fee (without proper notification)	50% of fee

*Session = 5 hours

Appendix C - Rules and Regulations

RULES AND REGULATIONS OF THE SIMULATION CENTER

1. Lab Behavior and Conduct

ALL PARTICIPANTS MUST WASH THEIR HANDS WHEN ENTERING AND LEAVING THE LAB

Smoking and/or vaping is strictly prohibited in any of the Simulation Lab areas.

Any of the Simulation areas are considered medical wards. Professional behavior and demeanor is always expected.

All participants must act in a manner that does not disturb other academic activities occurring in the lab or building.

No markers, pens, highlighters, or other ink writing instruments are allowed in the Simulation center under any circumstances. Ink may permanently damage the manikins.

The staff will provide pencils for use in Simulation rooms when required.

Photocopies should not be in any of the clinical areas, the ink can damage the manikins. Any guide sheets or checklists needed for bedside use should be laminated. The instructor may bring textbooks in the lab when necessary but they must stay on the tables in the center of the room. Nothing except pencils and laminated handouts are allowed bedside!

2. Environment

The Simulation center is under 24/7 audio/video surveillance

The Simulation Center is not a latex-free facility. If you have a latex allergy notify your instructor or the Simulation Center staff. Potential or known allergies should be discussed with you and/or Simulation Center staff.

The Simulation Center is often cool. A heavier lab coat is recommended for use over clothing or scrubs when appropriate.

3. Universal Precautions and Use and Disposal of Supplies

All users of the center (whether or not they completed a BBP course) including faculty, staff and students are expected to follow Universal Precautions during all activities in the Simulation Center.

Precautions include:

- 1) hand hygiene
- 2) use of personal protective equipment (e.g. gloves, gowns, masks)
- 3) safe injection practices
- 4) safe handling of potentially contaminated equipment or surfaces in the patient environment
- 5) respiratory hygiene/cough etiquette

Specifically faculty, staff and students must:

- 1) Act as though all patients have a potentially contagious blood borne disease.
- 2) Avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions.
- 3) Avoid injuries from all “sharps”.
- 4) Avoid direct contact with items, objects, and surfaces contaminated with blood or body fluids.
- 5) Dispose of all “sharps” promptly in special puncture resistant containers.
- 6) Dispose of all contaminated articles and materials in a safe manner as prescribed by law.

Sharps containers, red bags, and medical waste containers are available in all areas.

If a student/faculty experiences a needlestick or other sharps injury, or is exposed to blood or other body fluid, he/she should follow these steps as indicated:

- 1) Remove contaminated clothing.
- 2) Immediately irrigate potentially contaminated eyes with clean water, saline, or sterile irrigants for 15 minutes.
- 3) Immediately flush splashes to the nose, mouth, or skin with running water.
- 4) Vigorously wash needlesticks and cuts with soap and water for one minute with antibacterial soap.

If an incident occurs in the Simulation Center or on during any session:

- 1) Notify the course instructor and SEU Simulation Center Director.
- 2) Seek immediate medical evaluation at Student Health Services.
- 3) If the student prefers, he/she may seek evaluation from their personal healthcare provider.

If there is a question about the appropriate medical treatment for occupational exposures, 24-hour assistance is available from the Clinicians' Post Exposure Prophylaxis Hotline (PEpline) at 1-888-448-4911.

4. Food and Beverages

Food and beverages are NOT permitted in Simulation laboratories (including water). Food and beverages are permitted in the break areas and changing rooms of Henderson Hall. All gum is to be removed prior to entering the lab. Break areas will be identified by your instructor.

5. Dress Code

Staff and instructors are always expected to present a professional appearance. Participants are expected to wear appropriate protective attire for their role, department, and organization. Appropriate attire may include gowns, masks, gloves and other personal protective equipment. All clinical personnel are expected to wear appropriate scrubs or a white lab coat when in any of the labs. All students, unless otherwise specified, are expected to wear appropriate scrubs or white lab coat. Certain sessions require students to wear clothing that is accessible for physical exams. When this is required, lab coats should be worn over this attire (your instructor will provide details).

You may be required to wear a task specific outfit (such as surgical gowns or eye protection).

6. Personal Electronics

All electronic devices including cell phones, tablets, cameras, and video recorders are prohibited in the Simulation labs (unless otherwise noted). Do not take video or photographs with the Human Patient Simulators (HPSs), other students, or faculty without permission. You may keep your personal cell phone in your lab coat pocket. If you must take a call in an emergency, notify your instructor and leave the lab immediately. Be aware of the potential spread of germs that can occur from you to the patient and the patient to you. Once you touch your cell phone, please re-wash your hands. No phones are to be used bedside. Specific school owned laptops may be allowed bedside if the instructor and Simulation Lab staff allows it.

7. Storage Lockers

No personal items, including backpacks, purses, laptops, tablets, outerwear, personal items, books, etc. are allowed in any of the Simulation Labs. Please lock all personal items in lockers. Locks for daily lockers are available and should be returned upon event completion. A fee for any lost keys or locks will apply. Lockers are not for overnight use. Locks remaining overnight will be cut and removed.

The SEU Simulation Center and SEU are not responsible for any loss or damage to personal property brought into any of the SEU Simulation Center facilities. Please report any items lost or found to SEU Administration.

8. Human Patient Simulators, Equipment and Supplies

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 Simulation Center.

Do not use, touch, or move any equipment that is not assigned to you during the specific session.

Any equipment malfunction or abuse must be reported to the Simulation Center staff immediately.

Instructors should not use any simulators or perform any tasks or procedures for which you have not been trained. Each simulator requires individual and specific training.

Never remove a manikin from the bed unless instructed to do so.

Packaging, wrappers, threads, gloves and other used supplies should be placed in appropriate trash receptacles. Red bags and sharps boxes are available for contaminated medical waste.

All equipment and durable supplies (unused or deemed as reusable) must be returned to their proper places. Supplies and kits may be reused by other students. Please ask for assistance for proper disposal and reprocessing.

Never place items in your pockets and never remove equipment or supplies. Be sure to check your lab coat pockets prior to exit to make sure items are not inadvertently removed from the laboratory. Proper disposal of all sharps in designated containers is mandatory prior to exit.

Never borrow items, equipment, or supplies from the labs unless appropriate paperwork is completed and items have been pre-approved for use outside the SEU Simulation Center.

Simulation supplies and/or equipment is never to be used for live patient care.

The SEU Simulation Center does not use or store any real medications. All simulated medication bottles contain distilled water. Only distilled water should be injected into manikins.

Upon completion of lab exercises, all beds must be returned to a flat lowest position with all bed rails up and locked. Beds must be locked and bed lights turned off. Linen and pillows should be clean and neat and in their proper place. Any dirty linen should be placed in the dirty linen bin and replaced with clean items. Clothing/gowns should be properly placed back on the manikin after each use as if caring for a real patient.

9. Conduct

All users of the lab are expected to support the mission of the SEU. Everyone should exercise the highest level of professionalism, integrity, ethics, objectivity and mutual respect in their behaviors and relationships. Clients, instructors, and students should act in the best interest of SEU at all times. The SEU administration reserves the right to suspend the privileges of lab users, if necessary.

The privilege of use of SEU Simulation Center facilities may be suspended for misconduct or misbehavior at any time. If an individual is suspended, a notification will be sent to the appropriate instructor, client, and department director.

10. Photography and Video

All participants must have a signed and dated the "Acknowledgment of Rules and Regulation" release form. This form contains an Authorization Release for Photography and Video section. By signing this release, you hereby grant SEU the irrevocable right and permission to use photographs and/or video recordings of yourself on college and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation.

11. Additional Reminders for Instructors/Clients

Instructors/clients are responsible for all lab areas and equipment. Be sure to leave the lab the way it was when you entered. If something is out of place or damaged, be sure to notify Simulation Center staff as soon as possible.

Never remove items, equipment, or supplies from the labs unless appropriate paperwork is completed and items have been pre-approved for use outside the SEU Simulation Center.

Never use a manikin, task trainer, or HPS that you have not been trained on.

12. Contact Information on File

All SEU Simulation Center clients/instructors must provide the Simulation Center Staff a current cell phone number. This information is required on the "Reservation Request" form. Instructors should have access to all students' emails.

Appendix D - Acknowledgment of Receipt of Simulation Center Rules and Regulations



Medical Simulation Center

Acknowledgment of Receipt of Simulation Center Rules and Regulations

I acknowledge that I have reviewed the SEU Simulation Centers Rules and Regulations. I have read and understand the content of the document. I am aware that there may be changes made to this document from time to time, and that I will be responsible for reading and abiding by said changes.

I hereby grant The SEU Simulation Center the irrevocable right and permission to use photographs and/or video recordings of me on University and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation to me.

I agree that no student will perform any procedure on human subjects, other students, or manikins without direct supervision. A clinical instructor must be present at all times, with no exceptions.

I hereby warrant that I am eighteen (18) years old or more and competent to contract in my own name or, if I am less than eighteen years old, that my parent or guardian has signed this release form below. This release is binding on me and my heirs, assigns and personal representatives.

I am further aware that I may contact the SEU Simulation Center staff in regards to any questions or concerns. I understand that failure to abide by the terms of this document may lead to a suspension (temporary or permanent) of the SEU Simulation Center facility privileges.

Students Signature

Date

Print Name

Instructor Signature

Appendix E – Simulation Session Preparation Template



Medical Simulation Center

Simulation Overview

Goals of the Simulation Experience:

Disease Focus:

Target Group (s):

Skill Set:

Participant Preparation Time:

Estimated Time: (includes orientation and debrief)

Actual Simulation Time:

Debrief Time:

Additional Assignment Completion Time: TBA by the instructor

Brief Summary

This case consists of

Educational Rationale

The student is expected to perform

Learning Objectives (Consistent with SEU – Course Number

Course Alignment and Evaluation Methods (Add grading rubric)

Course: Example

Patient Encounter: 25%

Faculty observation of encounter (50% of score)

Patient feedback (formative – not graded)

Written documentation (25% of score)

Oral presentation (25% of score)

Pre-Scenario Requirements

Prior to this Simulation, all students should be familiar with the following topics:

- 1.
- 2.
- 3.

Reading Assignments:

What student should read 1 -2 weeks prior to Simulation

Preparation of the Simulation

- 1) What is needed to run the Simulation
-

Case Information

Standardized patient presents with symptoms of ...

Patient Information:

Medical Background:

History

Family History

Medications

Allergies

Review of Systems

Physical Exam:

Level of Consciousness

Vital Signs

Eye, Ears, Nose, Throat

Heart, Lung, Abdomen

Genitourinary

Extremities

Skin

Orthopedic/Neurological

Regional or special exam

Special Exam

Lab Results

Diagnostic Images Results

Other testing

Tentative Schedule

Action	Time/Room	Personnel/Comments
Date		
Start Time		
End Time		
Program		
Simulation Director		
Faculty		
Faculty		
Faculty		
Faculty		
Support		
Support		
Simulation Room		
Pre-Briefing Room 1		
Pre-Briefing Room 2		
Debriefing Room		
Start Time	1:00PM	
Registration	1:00	
Pre-Briefing	1:10-1:20	
Group 1	SP Group 1	
Briefing SP/C	1:20 -1:35	

SP Prep (in room)	1:35	
Clinician Prep (at door)	1:37	
Simulation Start	1:40	
Simulation End	1:55	
Break	1:55-2:05PM	
Briefing SP/C	n/a	
Group 2	SP Group 1	
SP Prep (in room)	2:05	
Clinician Prep (at door)	2:07	Clinician should not see SP
Simulation Start	2:10	
Simulation End	2:25	
Break	2:25-2:35PM	
Group 3	SP Group 1	
SP Prep (in room)	2:40	
Clinician Prep (at door)	2:42	
Simulation Start	2:45	
Simulation End	3:00	
Debriefing Room	3:10 - 3:30	
Group 4	SP Group 2	
Start Time	3:30	
Registration	3:30-3:40	
Pre-Briefing	3:40-3:50	
Briefing SP/C	3:50-4:05	
SP Prep (in room)	4:10	
Clinician Prep (at door)	4:12	
Simulation Start	4:15	
Simulation End	4:30	

Break	4:30-4:40	
Group 5	SP Group 2	
Briefing SP/C	4:40	
SP Prep (in room)	4:40	
Clinician Prep (at door)	4:40	
Simulation Start	4:45	
Simulation End	5:00	
Debriefing Room	5:10-5:30	
Equipment		

NOTES:

Additional Information

Questions (attached)

Patient Evaluation Rubric (attached)

Appendix F - Equipment Loaner Form



Simulation Center Equipment Loaner Form

Date of Request: _____ Anticipated Return Date _____

Borrowers name: _____

Department: _____

Cell Phone Number: _____ Email: _____

Director Name: _____

EQUIPMENT BORROWED

Description	Number	Equipment Serial Number (if applicable)	Date Out	Date Back	Ret

Equipment must be returned to Simulation Lab by pre-determined time. Be sure to report any damage or loss of equipment to Simulation Lab personnel as soon as possible. All equipment must be cleaned and organized prior to return.

Borrowers Signature: _____

Simulation Staff Signature: _____

COMMENTS:

ADDITIONAL EQUIPMENT BORROWED

Description	Number	Equipment Serial Number (if applicable)	Date Out	Date Back	Return Signatu

Equipment must be returned to Simulation Lab by pre-determined time. Be sure to report any damage or loss of equipment to Simulation Lab personnel as soon as possible. All equipment must be cleaned and organized prior to return.

Borrowers Signature: _____

Simulation Staff Signature: _____

Appendix G - Simulation Session Instructor/Client Checklist



Simulation Session Instructor/Client Checklist

___ Reservation request approved

___ Debriefing classroom reserved (when necessary)

___ Pre-Brief prepared

___ Simulation Template is completed and approved by Simulation Director

___ Simulation documents ready and approved by Simulation Staff (must be laminated)

___ Faculty Overview

___ Student Overview

___ Standardized Patient Overview

___ All necessary equipment is available and in working order

___ All students and faculty are in appropriate attire

___ Ensure students are abiding by operating procedures, engaged in learning activities, and attentive to the tasks.

___ All equipment is cleaned and returned to appropriate areas

___ Students are notified of the location and start times

___ Simulation Template is completed and approved by Simulation Director

Appendix H - Cleaning Policy



SEU – SIMULATION CENTER – CLEANING POLICY

First Floor Simulation Lab Henderson Room 14

Examination Rooms 1 - 6	If Yes = Y If No = N	COMMENT
Rooms look and smell clean upon entering		
Soap, towel, alcohol rinse dispensers are clean/stocked not expired		
Ceiling tiles/air vents/sprinklers clean		
Sharps container has been checked and changed if needed, garbage cans emptied and wiped clean		
Handwash sinks are clean		
Storage drawers, cupboards cleaned & patient server free of supplies		
Floors are clean, not sticky, free of dust in corners & windows clean		
Cabinet handles and surfaces clean and free of tape and handprints		
The examination table is clean and table paper is stocked and fresh		
Windows are clean on inside and ledges are dust-free.		
Countertop and chairs are clean		
Ceiling tiles/air vents/sprinklers clean		
Main Area		
Ceiling, walls, and floor without hard water stains		
Windows clean		
Carpet vacuumed and shampooed (as needed)		
Chairs clean		
Ceiling tiles/air vents/sprinklers clean		
Control Room		
Ceiling, walls, and floor without hard water stains		
Counter wiped and clean		
Monitors and keyboard clean		
Windows clean		

Trauma Rooms		
The room looks and smells clean upon entering		
Soap, towel, alcohol rinse dispensers are clean/stocked not expired		
Ceiling tiles/air vents/sprinklers clean		
Sharps container has been checked and changed if needed, garbage cans emptied and wiped clean		
Handwash sinks are clean		
Storage drawers, cupboards cleaned & patient server free of supplies		
Floors are clean, not sticky, free of dust in corners & windows clean		
Cabinet handles and surfaces clean and free of tape and handprints		
Monitors, front and back clean		
Bedside table surface clean and pulls clean		
Medical console above bed clean		
Bedside computer monitors clean		
Windows are clean and ledges are dust-free.		
Countertop, desk area, and chairs are clean		
Ceiling tiles/air vents/sprinklers clean		

Second Floor Simulation Lab Henderson Room 203

Main Area	If Yes = Y If No = N	COMMENT
The room looks and smells clean upon entering		
Soap, towel, alcohol rinse dispensers are clean/stocked not expired		
Ceiling tiles/air vents/sprinklers clean		
Sharps container has been checked and changed if needed, garbage cans emptied and wiped clean		
Handwash sinks are clean		
Privacy curtain clean/changed		
Storage drawers, cupboards cleaned & patient servers free of supplies		
Floors are clean, not sticky, free of dust in corners & windows clean		
Cabinet handles and surfaces clean and free of tape and handprints		

Monitors, front and back clean		
Bedside table surface clean and pulls clean		
Medical console above bed clean		
Bedside computer monitors clean		
Windows are clean on inside and ledges are dust-free.		
Countertops, desk area, and chairs are clean		
Ceiling tiles/air vents/sprinklers clean		
BEDS		
All side rails are free of tape, both sides of rails, crevices around controls, bottoms of rails all clean		
Pillows/linen are clean, smell clean		
The frame is dust-free		
Controls at foot of the bed are clean and dust-free		
Control Room		
Ceiling, walls, and floor without hard water stains		
Counter wiped and clean		
Monitors and keyboard clean		
Windows clean		
Ceiling tiles/air vents/sprinklers clean		
Trauma Room		
The room looks and smells clean upon entering		
Soap, towel, alcohol rinse dispensers are clean/stocked not expired		
Ceiling tiles/air vents/sprinklers clean		
Sharps container has been checked and changed if needed, garbage cans emptied and wiped clean		
Handwash sinks are clean		
Storage drawers, cupboards cleaned & patient server free of supplies		
Floors are clean, not sticky, free of dust in corners & windows clean		
Cabinet handles and surfaces clean and free of tape and handprints		

Monitors, front and back clean		
Bedside table surface clean and pulls clean		
Medical console above bed clean		
Bedside computer monitors clean		
Windows are clean and ledges are dust-free.		
Countertop, desk area, and chairs are clean		
Guest chair clean		

Appendix I - Vendor and Contact Information



Medical Simulation Center

SEU-SIMULATION CENTER – VENDOR CONTACT INFORMATION

Equipment	Vendor	Contact Name	Contact Phone	Contact email	Comments
Video System (hardware and software)	Interact Solutions	Haywood Pilliam	678.358.1916	hpulliam@cenergyit.com	Yearly Service Contract
Human patient simulators, venous arms, SimPads	Laerdal	Tracy Mulcahey	845.240.5036	Tracy.Mulcahey@laerdal.com	5 year service contract from installation
Pelvis, abdominal, rectal, chest, trainers	Limbs and Things	Megan Shincaick	912.629.0357	Megan.shincarick@limbsandthings.com	
Supplies	Medline	Stephanie Eckenrode	724.513.5393 (Phone) 800.817.2926	SEckenrode@medline.com	
SonoSim	SonoSim	Mark Brundage	Office: 323.473.3800 Cell: 203.232.7517	mark@sonosim.com	
Linen Cleaning	Plush Cleaners and Laundry	Anthony Calabrese	973.998.8444	www.plushcleaners.com	Laundry as needed
Beds	Hill-Rom	Jeff Catullo	1.646.263.4871 mobile 1.800.445.3730 customer service 1.800.445.3720 technical support	jeff.catullo@hillrom.com	

Appendix J - Standardized Patient Consent and Non-Disclosure Agreement



Medical Simulation Center

CONSENT & NON-DISCLOSURE AGREEMENT

I, the undersigned, _____, acting as a standardized/simulated patient, for the SEU Simulation Center, hereby agree to give my express consent to:

1. Authorize the professional staff and such assistants to photograph (still/video) and record my Simulation
2. Permit such photographs, motion pictures, videotapes and/or auditory recordings: to be viewed by faculty, students and staff; to be used for any other purpose which the staff member may deem fit in the interest of medical education or research; and to be used at professional meetings of any kind. With additional permission, video may be used for SEU promotional purposes.
3. Allow the modification or retouching of such photographs, videotapes, audiotapes and the publication of information relating to my case, either separately or in connection with the publication of the photographs/images taken of me.
4. Although I have given permission to the publication of all details and photographs concerning my case, it is understood that I will not be identified by name.
5. I understand that all information regarding the standardized patient case for which I have been trained is the confidential property of SEU or its client(s), and I agree that I will not disclose to any third party any information about the standardized patient case or information about the students who I have seen during the examination.
6. I understand that all rights (including copyrights) in and to all photographs, motion pictures, videotapes and/or auditory recordings made in connection with this standardized patient case by SEU shall be and remain property of SEU for all purposes in perpetuity.
7. I agree to have my name, address, and application information (excluding medical history) available on a database to Saint Elizabeth University.
8. I understand that the specific protocol(s) or nature of my training/preparation as a standardized patient on behalf of the SEU is secure and confidential. I agree to hold such information secure and confidential.

Print Name:

Address:

Phone Number:

Signature of Standardized Patient, Parent or Guardian Date

Witness Date

Appendix K – Simulation Center Restricted Use Policy

Simulation Center Restricted Use Policies 2022

1. All students and faculty must complete the Covid-19 Pre-Screening Questionnaire prior to campus arrival. [COVID-19 PRE-SCREEN QUESTIONNAIRE](#)
2. Students and faculty can bring a paper bag (such as a brown lunch bag) with your name clearly printed on it. Your mask, and shield will be stored in this bag when not in use.
3. All students and faculty must follow the assigned schedule. Your instructor will review the schedule with you each week. This schedule may be changed at any time. You will be provided with specific times to be on campus. If you arrive early please stay in your car until your scheduled time. Once you have completed your session please leave the campus promptly.
4. Everyone should review the CDC PPE Guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html#minimize>)
5. All instructors should follow strict equipment decontamination guidelines (including personal equipment such as stethoscopes) between and after each use of any equipment. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html#minimize>
6. All instructors are responsible to follow strict manikin cleaning and disinfecting procedures after each exercise. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html#minimize>
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
7. Please limit faculty/student and student/student unnecessary interaction during training sessions. When possible use remote critiques, reports, and/or debriefing sessions. All stations have recording ability if necessary.
8. Be sure to limit persons in the same room/area (maximum of 4 unless otherwise arranged). Use curtains and distance to separate groups. Maintain social distance between participants while in the same area.
9. The school will provide PPE including masks, gloves, hand cleaning supplies (soap and disinfectant), and equipment/manikin disinfectant supplies. If you choose to use additional PPE, you must supply it on your own. You can use your own mask. Some sessions may require additional PPE.
10. All participants will arrive at school in scrubs. You will not be permitted to enter without scrubs. Be sure to wash your scrubs between each use.
11. Upon entering the building, participants will use hand disinfectant and surgical masks. Temperature will be obtained on each participant including instructors and staff.
12. Once cleared, faculty and student groups will be assigned and you will proceed as a group to your designated Simulation room. You will be directed to your next rotation by the faculty. Upon entering the Simulation Center, participants must wash hands with soap and water and don gloves.
13. Use of the rest room is limited to one person at a time
14. Use of the elevator is limited to two people at a time.

13. While at stations, students and faculty will maintain social distancing. When done with the station, participants will remove gloves, wash their hands, don new gloves, then proceed to the next station. In some cases cleaning the gloved hands with disinfectant is acceptable.
15. When all stations are completed students will return to HH-23 where they will doff PPE. Students will store their surgical mask in a labeled paper bag and take it with them. Everyone will immediately leave the premises when completed. Additional discussion can take place via email or a Zoom chat.
16. Upon completion all faculty will clean and decontaminate all manikins and equipment and return it to appropriate storage areas. Linen will be removed and replaced with clean linen each day.
17. Housekeeping will clean labs after each use (see SEU Sim Center Policy and Procedure current schedule)