

SOUTHERN SIMULATION CENTER POLICIES AND PROCEDURES

SCHEDULING AND ACCESS

1. The simulation lab is intended for use by SON students in scheduled simulation activities. All other use must be approved and supervised by the simulation coordinator or designated faculty/staff.
2. Simulation scheduling is done by the course lead faculty who sends a student roster to the simulation coordinator.
3. A master simulation calendar is maintained by the simulation coordinator.
4. Schedule changes must be approved by course lead faculty in collaboration with the simulation coordinator.
5. Entry to simulation labs and control room is by authorized key card access only.

STUDENTS

1. Students are expected to prepare for simulation lab experiences as designated by the course lead faculty. A printed certificate of prep-work completion is to be presented to the facilitator at the beginning of the simulation activity and points are awarded for the prep-work as deemed appropriate by the course lead faculty.
2. Students who are unprepared are not allowed to participate in simulation; they receive an unexcused absence, must reschedule with the course lead faculty, and pay a rescheduling fee.
3. Students are to wear student uniform scrubs and bring nursing supplies, such as a stethoscope, to simulation.
4. Professional behavior and communication are expected in the simulation lab.
5. All simulated patient care scenarios and activities are to be kept confidential.
6. Cell phones must be silenced and stowed during simulation.
7. Universal precautions and patient safety guidelines are to be followed at all times.
8. Children may not accompany their parents to simulation clinical labs.
9. Students are expected to complete the Survey Monkey simulation evaluation.

FACULTY AND INSTRUCTORS

1. Set up and clean-up are to be done by the simulation coordinator and other designated faculty.
2. Scenario facilitation and debriefing are done by course lead faculty, the simulation coordinator, or designated faculty.
3. Orientation and training of new staff are to be done by the simulation coordinator, the clinical coordinator, or designated faculty.
4. Scenario development is a collaborative effort between the course lead faculty, the clinical lab assistants, and the simulation coordinator.

EQUIPMENT AND SUPPLIES

1. Food and drink are not allowed in the simulation lab. (Drink in a closed container may be used in the control room.)
2. Betadine and ink are not allowed on or near the manikins as they permanently stain the manikin's skin.

3. Equipment is to be used with care. Difficulties with equipment or damage should be communicated promptly to the simulation coordinator or designated faculty.
4. Supplies are to be used by authorized individuals only; please use judiciously; notify the simulation coordinator if supplies run low.
5. Please recycle supplies; place recyclable items in the designated bins; note that supplies labeled “for simulation use only” are non-sterile items.
6. Purchases are made by the simulation coordinator or designated faculty in collaboration with the School of Nursing dean.
7. Equipment and supply expenditures are tracked by the simulation coordinator; staffing and staffing expenses are tracked by the clinical coordinator; the overall budget is tracked by the School of Nursing dean.

ALERTS, WARNINGS, ALARMS

1. In cases of inclement weather, students and faculty should check the university website and/or tune to the local media for official ruling about continuation of university activities.
2. If the outdoor tornado siren or indoor warning systems alarm, seek shelter immediately. Follow the instructions of the warning system or emergency personnel. Familiarize yourself with shelter locations within the nursing building.