

Simulation Lab Policy

Purpose: To provide general and specific guidelines for simulation and use of simulation lab. The California State University, Stanislaus School of Nursing defines simulations as activities that mimic the reality of a clinical environment and are designed to demonstrate procedures, decision-making, and critical thinking through role playing and the use of devices such as mannequins (Rothgeb, 2008).

Policy:

1. General Lab Guidelines

- a. All users of the Simulation Lab are expected to display courteous and professional conduct.
- b. No more than 10% of clinical hours can be substituted for simulation days.
- c. There is no limit to the use of simulation in addition to clinical days.
- d. In order to preserve costly equipment, there is absolutely no food or beverages allowed in the Simulation Lab.
- e. Nursing uniforms are required for all activities in the Simulation Lab.
- f. The Simulation lab attempts to maintain a latex free environment; however, it is imperative that anyone with a latex allergy notify the instructor conducting the simulation prior to the simulation.
- g. No cell phones or other personal electronic devices are allowed in the Simulation Lab. These items must be switched off.
- h. The main door to the simulation lab must remained closed at all times. The door cannot be propped open.

2. Scheduling Requests

- a. All simulation activities are scheduled through the Simulation Coordinator via email.
- b. The Simulation Coordinator will check availability and send a confirmatory email to requestor.
- c. The simulation calendar is available with read-only access in Blackboard on the Nursing Faculty Forum.
- d. Scheduling is on a first-come first-serve basis.
- e. Simulation requests should be made during the previous semester, but no later than one (1) month in advance of the scheduled simulation.
- f. The debriefing room 218 is automatically included with a simulation reservation, unless otherwise specified on simulation calendar.

- g. A minimum of two (2) weeks is required for cancellation of a scheduled simulation as set up time is extensive and expensive.
- h. Cancellations are to be completed through the Simulation Coordinator.
- i. If additional supplies are needed for the scenario, requests will be made at the time of scheduling the simulation lab.

3. Equipment Requests and Guidelines

- a. No equipment or supplies may be removed from the Simulation Lab.
- b. Any damage to the equipment or supplies should be reported immediately.
- c. No markers, pens, betadine, or printed paper material is permitted near the mannequins.
- d. Equipment requests (other than identified in SLS scenario), will be requested at time of lab reservation.
- e. All sharps are to be disposed of in designated sharps containers in the Simulation Lab.
- f. Unused supplies are to be left on the patient bedside table.

4. Faculty Use:

- a. Access to the Simulation Lab and central supply area is restricted to faculty who have regularly scheduled classes in the lab and staff who require access for administrative purposes.
- b. Faculty/ Instructors will participate in a “dry run” simulation one week prior to their scheduled reserved Simulation Lab time in order to provide optimal learning experiences.
- c. Faculty members must be present and observing student simulations, unless otherwise decided by Simulation Coordinator and/or faculty.
- d. Faculty/ Instructors are responsible for reviewing the Simulation Lab policies with students prior to the scheduled simulation.
- e. Simulation Coordinator ensures that consent for video/audio recording is obtained. Students are responsible for signing this form before starting their simulation.
- f. Faculty will be given access to Sim View link in order to view video of the simulation exercise. Please contact instructional support technician for issues with access to video.
- g. Faculty/ Instructors are responsible for safety and security of the debriefing room during the debriefing session.

5. Student Use:

- a. No students are allowed in the Simulation Lab without Faculty/ Instructor present.
- b. Students will be expected to attend all scheduled simulation sessions. Failure to attend will result in the same action as failure to attend clinical (i.e. make-up day, 10 page paper) as determined by the clinical faculty.

- c. Students must conduct themselves in a professional and academic manner. Failure to do so will result in dismissal from the simulation lab.
- d. Students should dress in the same attire they would wear for clinical day including uniform and name badge.
- e. Students are not permitted to touch any equipment in the Simulation Lab except for equipment with which they are directly working.
- f. Students will be held responsible for damage to the equipment as a result of not following Simulation Lab policy and procedure.
- g. Misuse of any equipment by any student will result in dismissal of that student from the Simulation Lab.
- h. Students are not permitted in the computer control area.
- i. Students will maintain confidentiality regarding the performance of other students in the Simulation Lab.
- j. Students must sign a two (2) forms prior to participation in simulation.
 - i. Confidentiality Agreement
 - ii. Audio/ Visual Consent

6. Lab Conduct

- a. All users of the Simulation Lab must act in a manner conducive to academic learning.
- b. Use of Simulation Lab beds is restricted to mannequin use only. Please do not sit or lie on Simulation Lab beds.
- c. Users of the Simulation Lab are responsible for ensuring that the lab area that they used is clean and left in good condition for the next simulation group.

References:

Rothgeb, M. (2008). Creating a nursing simulation laboratory: A literature review. *Journal of Nursing Education*, 47(11), 489-494. doi:10.3928/01484834-20081101-06

Attachments:

Confidentiality Agreement

Audio/ Visual Consent

California State University, Stanislaus
School of Nursing
Simulation Confidentiality Agreement

As a participant in the Simulation Lab, operated by California State University, Stanislaus School of Nursing, I understand the significance of confidentiality with respect to information concerning patients, real or simulated, and other participants including, but not limited to, California State University, Stanislaus School of Nursing students, instructors, and staff. I will uphold the Health Insurance Portability and Accountability Act (HIPPA) and all other federal or state laws regarding confidentiality. Further, I agree to adhere to the stipulations stated below, and I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

- All patient and student information is confidential regardless of format- electronic, written, overheard, or observed- and any inappropriate viewing, discussion, or disclosure of this information is a violation of CSU Stanislaus School of Nursing policy.
- The Simulation Lab is a learning environment. All scenarios, regardless of outcome, should be treated in a professional manner. Situations simulated in the lab are to be used as a learning tool and everyone will be treated with respect.
- No students are allowed in the Simulation Lab without Faculty/ Instructor present.
- Students should dress in the same attire they would wear for clinical day including uniform and name badge.
- Students are not permitted to touch any equipment in the Simulation Lab except for equipment with which they are directly working.
- Students will be held responsible for damage to the equipment as a result of not following Simulation Lab policy and procedure.
- Misuse of any equipment by any student will result in dismissal of that student from the Simulation Lab.
- Students are not permitted in the computer control area.
- Students will maintain confidentiality regarding the performance of other students in the Simulation Lab.
- Students must sign two (2) forms prior to participation in simulation.
 - Confidentiality Agreement
 - Audio/ Visual Consent

Name (Please print)

Date

Signature

California State University, Stanislaus

School of Nursing

Audio Visual Consent

I grant permission to California State University, Stanislaus, its employees and agents, to take and use visual/ audio images of me. Visual/ audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, or accompanying written descriptions. CSU Stanislaus will not materially alter the original images. I agree that CSU Stanislaus owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university-sponsored websites, publications, promotions, broadcasts, advertisements, posters, and theatre slides, as well as for non-university use. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them.

I release CSU Stanislaus and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images.

I am at least 18 years of age and competent to sign this release. I have read this release before signing, I understand its contents, meaning, and impact, and I freely accept the terms.

Name (Please print)

Date

Signature