Policies and Procedures
2019-2020
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1. **Introduction**

Welcome to the College of Saint Elizabeth Simulation Center, located on the main campus in the Anastasia Health Science Center in Henderson Hall. The CSE Simulation Center uses innovative low and high-tech methods to simulate reality in healthcare education. The CSE 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 CSE Simulation Center strives to provide an innovative learning experience for students across multiple disciplines. Disciplines currently using the facilities include the CSE Physician Assistant program (MSPA), Nursing programs (RN, BSN), 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 CSE Simulation Center uses virtual and simulated patients, high, medium, and low fidelity manikins, 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 course and program learning objectives. Debriefing sessions with faculty, students, and other participant’s input allows feedback, self-analysis, and team reflection of skills and performance. Debriefing sessions are always positively oriented.

**Location**

The CSE 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.
College of Saint Elizabeth - Mission

Vision Statement

The College of Saint Elizabeth 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 the College of Saint Elizabeth, 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 College of Saint Elizabeth affirms its solidarity with the poor and its commitment in service to the community.

Core Values

The College of Saint Elizabeth 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.
College of Saint Elizabeth 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 promote sharing of clinical knowledge and skill sets among multiple disciplines and practitioner populations. Improve the quality and safety of patient care and to improve the 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 college 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 CSE Simulation Center affirms the values of the College of Saint Elizabeth: Integrity, Leadership, Social Responsibility and Excellence and the translation of these values into the provision of healthcare care for all individuals.

Program Goals

The CSE Simulation Center supports a learning environment that emphasizes student achievement and excellence. The CSE Simulation Center provides the student and programs with a unique environment, which supports the student in 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 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 scenarios to enhance their didactic education and promote appreciation for other disciplines. As their education progresses, students will acquire complex motor skills after repeated practice on standardized patients and manikins. 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 CSE 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 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. CSE 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 CSE 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).

**CSE** – College of Saint Elizabeth

**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, manikins 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 wave forms, pulmonary artery wave forms, 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 CSE 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. **Control Room Tech** – Person who operates the audio-visual and recording system

3. **Simulation Technician** – The person responsible for care and preparation of manikins

4. **Simulation Faculty** – Instructors responsible for preparedness, monitoring, grading, and debriefing of students during a simulated experience

5. **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 CSE-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 CSE Simulation Center may employ professional teaching associates for use as patients for physical exam procedures or specialty exam/procedures associates (such as genitourinary).

**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 CSE 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 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!

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.

**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 or 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 video 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 CSE Simulation Center and CSE is not responsible for any loss or damage to personal property brought into any of the CSE Simulation Center facilities. Please report any items lost or found to CSE Administration.

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 CSE Simulation Center.

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

The CSE 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.

**Conduct**

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

The privilege of use of CSE 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 CSE 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.

**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 CSE 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 CSE 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 CSE Simulation Center facilities, or any of its equipment or services should be initiated via the Reservation Request Form. The CSE Simulation Center staff will schedule the necessary rooms and appropriate equipment and supplies for your Simulation or activity. The Simulation Staff is available to help you plan your training sessions or Simulation event. The CSE Simulation Center will not honor any schedule request unless completed through this process. The CSE Physician Assistant and Nursing programs have priority use of the lab.

Simulation Center Utilization Options

1. Skills practice lab (using other student/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
   - Adolescent medicine
   - Alcohol or Drug Abuse
   - Anger
   - Anxiety
   - Cancer
   - Communicating bad news
   - Couples and families
   - Death and dying
   - Depression
   - Dieting
   - Disease specific diets
   - Domestic violence
   - Eating Disorders
   - Gerontology
   - Grief
   - Health Education
   - Human sexuality
   - Medical history
   - Men’s health
   - Professional ethics
   - Psychiatry
   - Public health
   - Review of Systems
   - Weight Loss
   - Women’s health

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

3. Medical Simulations (basic and advanced case management)

- Athletic Training cases
- Cardio-Respiratory cases
- Chiropractic/osteopathic cases
- Dermatology cases
- Emergency and trauma cases
- Emergency Medical Services
- Emergency Medicine cases
- Family Medicine cases
- Gastroenterology 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 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 CSE 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 CSE 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 CSE Simulation Center director can be used as a client or instructor. The CSE Simulation Center director is available for assistance with course integration, pedagogy, teaching skills, Simulation experiences, debriefing and assistance with equipment during specific hours.

The CSE Simulation Center is available for use by all CSE 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 CSE Simulation Center Director to review the proposed event prior to scheduling.

Approval and priority of use is determined by appropriateness, completeness of application, and readiness of course materials. All MSPA and Nursing Classes will have scheduling priority. Courses intending to use the center for an entire semester may reserve the rooms for the entire semester. This should be coordinated with the CSE Simulation Center Director

Course Clients must schedule a meeting with the CSE 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 use of the lab or use of any of the equipment.

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

User Training/Orientation Sessions

All faculty, staff and students must complete the CSE 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 2020)*

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

All Instructors must be approved by CSE 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 CSE Simulation Center should be initiated via the Reservation Request Form (website). Contact the Simulation Center Staff for use of equipment outside the Simulation Center.  

CSE Simulation Center staff will schedule the necessary rooms and equipment for your event. The CSE 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 availability of rooms, equipment, and staff.

**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 CSE 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 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 CSE Simulation Center will evaluate the circumstances, and may institute a course cancellation fee.

Fee schedule is attached. Appendix B

**Acknowledgement of Policy and Procedure (Appendix A)**

Prior to initial use of the CSE 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.

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

**Course Cancelation/Denial**

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

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

A scheduled course will be cancelled if a complete application is not received by CSE 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 a course denial, the client requesting the CSE Simulation Center will be contacted by the CSE Simulation Center staff with a follow-up contact to discuss re-scheduling options.

Course Cancellations by the Client

Clients must email or call in ALL CANCELLATIONS to the CSE 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 CSE 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 (Lab Session or Simulation)

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 January 2020.

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 CSE 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 CSE Simulation Center Director or staff review course information, goals, objectives, logistics, equipment needs and scheduling.

CSE 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 CSE Simulation Center has several types of simulators. CSE 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 CSE Simulation Center staff during the scheduling process.

Equipment and supplies will be provided for courses for a fee except for any specialized equipment and supplies. Any necessary equipment and supplies for a course that are not considered standard by the CSE 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 CSE 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 CSE 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 CSE 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. If 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 set up

The instructor or a Simulation Technician will set up all rooms prior to the start of the course. Any special requests for room set up should be indicated on the Reservation request form or in consultation with CSE Simulation Center staff and must be communicated to the CSE Simulation Center staff a minimum of 24 hours prior to start of the class.

Any unresolved issues should be addressed with the Simulation Director.
Equipment Loan (for use beyond the Simulation Center)

The CSE 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. Examples: manikin skins, IV arm tubing, simulated or real fluids/blood, endo-tracheal tubes, and other airway equipment, syringes, NG Tubes, and all other medical and surgical supplies. Supplies will be billed to appropriate department or agency.

Repair

Equipment will be inspected prior to use and upon completion. Any damage to the CSE 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 CSE Simulation Center Staff or appropriate personal as soon as possible. Any major facilities issues should be reported to facilities, housekeeping, or security as soon as possible.

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

6. Discrimination, Harassment and Retaliation

The Simulation Center incorporates the College of Saint Elizabeth’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 supervisor.

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 supervisor or your human resources department.

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

The College 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.

The College of Saint Elizabeth 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 College 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 College will respond promptly, fairly, and impartially to all complaints of harassment, sexual assault, or violence. This policy applies to all members of the College of Saint Elizabeth 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:
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 College of Saint Elizabeth is also committed to promptly, impartially, and equitably addressing and resolving all reports of sex discrimination, sexual harassment, and sexual misconduct. When the college 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 College of Saint Elizabeth 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 blood borne 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 blood borne 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 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 prescribed by law

The College of Saint Elizabeth 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 CSE:  
- Notify the course instructor and CSE Simulation Center Director; and  
- Seek immediate medical evaluation at Student Health Services.  
- 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.

**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, manikins and medical equipment.

After each use (faculty):

1) Wipe down all manikins 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, manikins 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 appropriate area.
7) Check supply of sheets. Replace 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 antiseptic wipes (purple container)

Weekly:

1) Clean and inspect all equipment
2) Wipe down skin/covers. Remove any adhesive, moulage or markings left on 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 respective vendor

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


All clients/faculty must sign and date receipt and review of the Policy and Procedure Manual (Appendix A) and return to CSE Simulation Center Staff prior to use of CSE Simulation Center facilities. Participants will not be permitted to use CSE 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 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. CSE Campus Security has the primary responsibility for protecting and securing these assets. However, the CSE 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 CSE 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 college personnel will be identified, and access will remain restricted to these personnel. Key personnel include 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 personal, trained faculty, housekeeping, and security personal. A strict list will be kept, and swipe in/out times will be monitored.
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<th>Name</th>
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<th>Key Access</th>
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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 blood borne 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 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 lab:

**Dr. Nicholas F. Palmieri**
(973) 290-4171  
npalmieri@cse.edu  
Henderson Hall, Room 207

**Kim Booth**  
(973) 290-4154  
kbooth@cse.edu  
Henderson Hall, Room 16E

**Janet Okken**  
(973) 290-4139  
jokken@cse.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 department that should be contacted when necessary. All other concerns should be addressed to appropriate CSE personnel, such as Facilities, IT, and Administration.

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

13. Appendices
Appendix A - Acknowledgement of Receipt and Review of Policy and Procedure Manual
ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF POLICY AND PROCEDURE MANUAL

I acknowledge that I have received and reviewed the CSE SIMULATION CENTER Policy and Procedure manual. I have read and understand the content of the manual. 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. 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 of a faculty member. A clinical instructor must always be present with no exceptions.

I will contact the CSE Simulation Lab Director regarding 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 CSE Simulation Center facility privileges. Please note that rules may be periodically updated. Most current version will be kept online.

Instructor/Client Signature  Date

Print Name

Cell Phone  CSE Email
Appendix B - Fee Schedule
# FEE SCHEDULE

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tr>
<td>Facility Cost (Simulation rooms)</td>
<td>$1,000/day</td>
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<tr>
<td>Simulation Labs (HH-203 and HH-14 and debriefing room)</td>
<td>$1,000/session*</td>
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<td>Other classrooms</td>
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<td>Faculty</td>
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<td>Staff (techs and control room operators and room director)</td>
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<td>High Fidelity Manikins (Essentials, SimMom, NewB, Junior, etc.)</td>
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<td>Medium Fidelity Manikins</td>
<td>$250/day</td>
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<td>Task Trainers</td>
<td>$100/day</td>
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<td>Low Fidelity manikins (CPR with AED trainers)</td>
<td>$75/Course</td>
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<td>Lunch Vouchers (students)</td>
<td>$15/person</td>
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<td>Cancellation Fee (without proper notification)</td>
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*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 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.

3. 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.

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 if required (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 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 CSE Simulation Center and CSE is not responsible for any loss or damage to personal property brought into any of the CSE Simulation Center facilities. Please report any items lost or found to CSE 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 CSE Simulation Center.

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

The CSE 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 CSE. Everyone should exercise the highest level of professionalism, integrity, ethics, objectivity and mutual respect in their behaviors and relationships. Clients, instructors, and students should always act in the best interest of CSE. The CSE administration reserves the right to suspend the privileges of lab users.
The privilege of use of CSE 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 CSE 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 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 CSE 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.

12. Universal Precautions

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.
6) Specifically, faculty, staff and students must:
7) Act as though all patients have a potentially contagious blood borne disease
8) Avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions
9) Avoid injuries from all “sharps”
10) Avoid direct contact with items, objects, and surfaces contaminated with blood or body fluids
11) Dispose of all “sharps” promptly in special puncture resistant containers
12) Dispose of all contaminated articles and materials in a safe manner prescribed by law

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

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 CSE:

• Notify the course instructor and CSE Simulation Center Director; and
• Seek immediate medical evaluation at Student Health Services.
• 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.

12. Contact Information on File

All CSE 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
Acknowledgment of Receipt of Simulation Center Rules and Regulations

I acknowledge that I have reviewed the CSE 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 CSE Simulation Center the irrevocable right and permission to use photographs and/or video recordings of me on college 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 always be present, 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 18 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 CSE Simulation Center staff regarding 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 the CSE Simulation Center facility privileges.

____________________________________________________________________
Student Signature                                        Date
____________________________________________________________________
Print Name
____________________________________________________________________
Instructor Signature
Appendix E – Simulation Session Preparation Template

Patient Encounter for XXX Students:
Course Name:

Scenario 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 instructor

Brief Summary

This case consists of

Educational Rationale

The student is expected to perform

Learning Objectives (Consistent with CSE – 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

<table>
<thead>
<tr>
<th>Action</th>
<th>Time/Room</th>
<th>Personnel/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Time</td>
<td></td>
<td></td>
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<tr>
<td>End Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simulation Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
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<td>Faculty</td>
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<td>Faculty</td>
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<tr>
<td>Support</td>
<td></td>
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<tr>
<td>Support</td>
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<td></td>
</tr>
</tbody>
</table>

**Simulation Room**

Pre-Briefing Room 1

Pre-Briefing Room 2

Debriefing Room

<table>
<thead>
<tr>
<th>Start Time</th>
<th>1:00PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>1:00</td>
</tr>
<tr>
<td>Pre-Briefing</td>
<td>1:10-1:20</td>
</tr>
</tbody>
</table>

**Group 1** SP Group 1

**Briefing SP/C** 1:20 - 1:35

**SP Prep (in room)** 1:35
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinician Prep (at door)</td>
<td>1:37</td>
</tr>
<tr>
<td>Simulation Start</td>
<td>1:40</td>
</tr>
<tr>
<td>Simulation End</td>
<td>1:55</td>
</tr>
<tr>
<td>Break</td>
<td>1:55-2:05PM</td>
</tr>
<tr>
<td>Briefing SP/C</td>
<td>n/a</td>
</tr>
<tr>
<td>Group 2</td>
<td>SP Group 1</td>
</tr>
<tr>
<td>SP Prep (in room)</td>
<td>2:05</td>
</tr>
<tr>
<td>Clinician Prep (at door)</td>
<td>2:07</td>
</tr>
<tr>
<td>Simulation Start</td>
<td>2:10</td>
</tr>
<tr>
<td>Simulation End</td>
<td>2:25</td>
</tr>
<tr>
<td>Break</td>
<td>2:25-2:35PM</td>
</tr>
<tr>
<td>Group 3</td>
<td>SP Group 1</td>
</tr>
<tr>
<td>SP Prep (in room)</td>
<td>2:40</td>
</tr>
<tr>
<td>Clinician Prep (at door)</td>
<td>2:42</td>
</tr>
<tr>
<td>Simulation Start</td>
<td>2:45</td>
</tr>
<tr>
<td>Simulation End</td>
<td>3:00</td>
</tr>
<tr>
<td>Debriefing Room</td>
<td>3:10 - 3:30</td>
</tr>
<tr>
<td>Group 4</td>
<td>SP Group 2</td>
</tr>
<tr>
<td>Start Time</td>
<td>3:30</td>
</tr>
<tr>
<td>Registration</td>
<td>3:30-3:40</td>
</tr>
<tr>
<td>Pre-Briefing</td>
<td>3:40-3:50</td>
</tr>
<tr>
<td>Briefing SP/C</td>
<td>3:50-4:05</td>
</tr>
<tr>
<td>SP Prep (in room)</td>
<td>4:10</td>
</tr>
<tr>
<td>Clinician Prep (at door)</td>
<td>4:12</td>
</tr>
<tr>
<td>Simulation Start</td>
<td>4:15</td>
</tr>
<tr>
<td>Activity</td>
<td>Time</td>
</tr>
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<td>--------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Simulation End</td>
<td>4:30</td>
</tr>
<tr>
<td>Break</td>
<td>4:30-4:40</td>
</tr>
<tr>
<td>Group 5</td>
<td>SP Group 2</td>
</tr>
<tr>
<td>Briefing SP/C</td>
<td>4:40</td>
</tr>
<tr>
<td>SP Prep (in room)</td>
<td>4:40</td>
</tr>
<tr>
<td>Clinician Prep (at door)</td>
<td>4:40</td>
</tr>
<tr>
<td>Simulation Start</td>
<td>4:45</td>
</tr>
<tr>
<td>Simulation End</td>
<td>5:00</td>
</tr>
<tr>
<td>Debriefing Room</td>
<td>5:10-5:30</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

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**Additional Information**

Questions (attached)

Patient Evaluation Rubric (attached)
Appendix F - Equipment Loaner Form
Simulation Center Equipment and Supply Sign-Out Form

Date of Request: ____________ Anticipated Return Date ______________

Borrower’s Name: _________________________________________________

Department: _______________________________________________________

Cell Phone Number: ______________ Email: ___________________________

Supervisor Name: _________________________________________________

EQUIPMENT BORROWED

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Equipment Serial # (if applicable)</th>
<th>Date Out</th>
<th>Date Back</th>
<th>Return Signature</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Equipment must be returned to Simulation Lab by predetermined 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.

Borrower’s Signature: ________________________________________________

Simulation Staff Signature: ___________________________________________

COMMENTS:
### ADDITIONAL EQUIPMENT BORROWED

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Equipment Serial # (if applicable)</th>
<th>Date Out</th>
<th>Date Back</th>
<th>Return Signature</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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.

Borrower’s Signature: ________________________________

Simulation Staff Signature: ________________________________
Appendix G - 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

### First Floor Simulation Lab Henderson Room 14

<table>
<thead>
<tr>
<th>Examination Rooms 1 - 6</th>
<th>If Yes = Y</th>
<th>If No = N</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms look and smell clean upon entering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soap, towel, alcohol rinse dispensers are clean/stocked not expired</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling tiles/air vents/sprinklers clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharps container has been checked and changed if needed, garbage cans emptied and wiped clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand wash sinks are clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage drawers, cupboards cleaned &amp; patient server free of supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors are clean, not sticky, free of dust in corners &amp; windows clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet handles and surfaces clean and free of tape and handprints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination table is clean and table paper is stocked and fresh</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows are clean on inside and ledges are dust free.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countertop, and chairs are clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling tiles/air vents/sprinklers clean</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room looks and smells clean upon entering</td>
<td></td>
</tr>
<tr>
<td>Soap, towel, alcohol rinse dispensers are clean/stocked not expired</td>
<td></td>
</tr>
<tr>
<td>Ceiling tiles/air vents/sprinklers clean</td>
<td></td>
</tr>
<tr>
<td>Sharps container has been checked and changed if needed, garbage cans emptied and wiped clean</td>
<td></td>
</tr>
<tr>
<td>Hand wash sinks are clean</td>
<td></td>
</tr>
<tr>
<td>Storage drawers, cupboards cleaned &amp; patient server free of supplies</td>
<td></td>
</tr>
<tr>
<td>Floors are clean, not sticky, free of dust in corners &amp; windows clean</td>
<td></td>
</tr>
<tr>
<td>Cabinet handles and surfaces clean and free of tape and handprints</td>
<td></td>
</tr>
<tr>
<td>Monitors, front and back clean</td>
<td></td>
</tr>
<tr>
<td>Bedside table surface clean and pulls clean</td>
<td></td>
</tr>
<tr>
<td>Medical console above bed clean</td>
<td></td>
</tr>
<tr>
<td>Bedside computer monitors clean</td>
<td></td>
</tr>
<tr>
<td>Windows are clean and ledges are dust free.</td>
<td></td>
</tr>
<tr>
<td>Countertop, desk area, and chairs are clean</td>
<td></td>
</tr>
<tr>
<td>Ceiling tiles/air vents/sprinklers clean</td>
<td></td>
</tr>
</tbody>
</table>

## Second Floor Simulation Lab Henderson Room 203

### Main Area

<table>
<thead>
<tr>
<th>Item</th>
<th>If Yes = Y</th>
<th>If No = N</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room looks and smells clean upon entering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soap, towel, alcohol rinse dispensers are clean/stocked not expired</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling tiles/air vents/sprinklers clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharps container has been checked and changed if needed, garbage cans emptied and wiped clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand wash sinks are clean</td>
<td></td>
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</tr>
<tr>
<td>Privacy curtain clean/changed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage drawers, cupboards cleaned &amp; patient servers free of supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors are clean, not sticky, free of dust in corners &amp; windows clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet handles and surfaces clean and free of tape and handprints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitors, front and back clean</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- 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
- Frame is dust free
- Controls at foot of 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**
- 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
- Hand wash 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
<table>
<thead>
<tr>
<th>Bedside table surface clean and pulls clean</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical console above bed clean</td>
<td></td>
</tr>
<tr>
<td>Bedside computer monitors clean</td>
<td></td>
</tr>
<tr>
<td>Windows are clean and ledges are dust free.</td>
<td></td>
</tr>
<tr>
<td>Countertop, desk area, and chairs are clean</td>
<td></td>
</tr>
<tr>
<td>Guest chair clean</td>
<td></td>
</tr>
</tbody>
</table>
# Appendix I – Vendor and Contact Information

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Vendor</th>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Contact Email</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video System (hardware and software)</td>
<td>Interact Solutions</td>
<td>Haywood Pilliam</td>
<td>678.358.1916</td>
<td><a href="mailto:hpulliam@cenergyit.com">hpulliam@cenergyit.com</a></td>
<td>Yearly Service Contract</td>
</tr>
<tr>
<td>Manikins, venous arms, SimPads</td>
<td>Laerdal</td>
<td>Tracy Mulcahey</td>
<td>845.240.5036</td>
<td><a href="mailto:Tracy.Mulcahey@laerdal.com">Tracy.Mulcahey@laerdal.com</a></td>
<td>5-year service contract from installation</td>
</tr>
<tr>
<td>Pelvis, abdominal, rectal, chest, trainers</td>
<td>Limbs and Things</td>
<td>Megan Shincaick</td>
<td>912.629.0357</td>
<td><a href="mailto:Megan.shincarick@limbsandthings.com">Megan.shincarick@limbsandthings.com</a></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>Medline</td>
<td>Stephanie Eckenrode</td>
<td>724.513.5393</td>
<td><a href="mailto:SEckenrode@medline.com">SEckenrode@medline.com</a></td>
<td></td>
</tr>
<tr>
<td>SonoSim</td>
<td>SonoSim</td>
<td>Mark Brundage</td>
<td>Office: 323.473.3800 Phone: 800.817.2926</td>
<td><a href="mailto:mark@sonosim.com">mark@sonosim.com</a></td>
<td></td>
</tr>
<tr>
<td>Linen Cleaning</td>
<td>Plush Cleaners and Laundry</td>
<td>Anthony Calabrese</td>
<td>973.998.8444</td>
<td><a href="http://www.plushcleaners.com">www.plushcleaners.com</a></td>
<td>Laundry as needed</td>
</tr>
<tr>
<td>Beds</td>
<td>Hill-Rom</td>
<td>Jeff Catullo</td>
<td>1.646.263.4871 mobile 1.800.445.3730 customer service 1.800.445.3720 technical support</td>
<td><a href="mailto:jeff.catullo@hillrom.com">jeff.catullo@hillrom.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Appendix J - Standardized Patient Consent and Non-Disclosure Agreement

I, the undersigned, _______________________________, acting as a standardized/simulated patient, for the CSE 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, video tapes 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 CSE 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 CSE 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 picture, videotapes and/or auditory recordings made in connection with this standardized patient case by CSE shall be and remain property of CSE for all purposes in perpetuity.

7. I agree to have my name, address and application information (excluding medical history) available on a database to the College of Saint Elizabeth.

8. I understand that the specific protocol(s) or nature of my training/preparation as a standardized patient on behalf of the CSE 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: __________________________