



**Sinclair School of Nursing**  
*University Of Missouri*

# **Simulation Center Policy & Resource Manual**

*Essig Clinical Simulation Learning Center*  
&  
*Miller Safe Practices Room*

**2016-2017**

For Faculty, Staff, & Students

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## **Philosophy**

Clinical Simulation experiences facilitate student learning and enhance clinical instruction. Simulations allow students to be involved in a variety of simulated clinical experiences and practice in life-like, hands-on, practical situations. High-fidelity simulations, like those used in the Essig Clinical Simulation Learning Center and Miller Safe Practices Room, provide the student with opportunities to focus on critical thinking, clinical reasoning, and clinical judgment skills in a controlled environment.

### **Goals**

The goals of the MUSSON Simulation Center include:

- Advancement of patient safety and quality health care
- Expansion of cohesive teamwork
- Enhancement of clinical competence to promote quality patient care
- Utilization and development of therapeutic communication skills
- Application of critical thinking in the nursing process
- Development of professional behavioral based on ethical, legal, and regulatory standards
- Enhancement of the student's self-confidence while refining skill performance

## **Conduct and Behavior**

### **Dress Code**

Students using the Clinical Simulation Center are expected to comply with the dress code in the student handbook. The student handbook can be found through the Sinclair School of Nursing website.

(<http://nursing.missouri.edu/handbooks/bsn-handbook.pdf>) Additionally, closed-toed shoes must be worn in the Simulation Lab. Name badges must be worn at all times.

### **Confidentiality**

All simulated clinical scenarios involving students or video recordings are considered confidential. The student agrees to maintain strict confidentiality of any performance conducted in the Essig Simulation Center and the Miller Safe Practices Room. Each student will sign a [RELEASE AND NON-DISCLOSURE FORM](#). Each simulation center participant will uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all additional federal or state laws regarding confidentiality. Report all confidentiality violations to an instructor. Because we are an academic institution, we also uphold all requirements of the Family Educational Rights and Privacy Act (FERPA) by protecting the privacy of student education records.

### **Attendance**

The student will adhere to policies and procedures in the Student Handbook related clinical attendance and punctuality. It is expected that you will come to the Simulation Lab having completed the assigned preparatory work with a professional attitude and a desire to actively participate in the learning experience.

## **Conduct**

Professional conduct and communication are expected at all times in the Simulation Lab. You will be participating and observing others during simulation experiences. Please maintain a respectful and safe learning environment for your colleagues.

The Simulation Center should be treated as a clinical setting at all times. Treat manikins with the respect of a live patient.

No food, gum, or drinks permitted in the simulation lab.

## **Equipment Use**

Always wash hands and wear gloves when working with manikins.

Iodine, Betadine, dyes, and ink will leave a permanent mark on the manikins. For this reason, only pencils are permitted in the Simulation Lab.

Some simulation items may be available for check-out. Please check with Simulation Center staff for availability and details. After equipment request is approved, Sim Center staff will facilitate the process of loaning out the equipment. The user assumes full responsibility for the equipment and agrees to compensate the MUSSON Simulation Center should any item not be returned, or is returned in a damaged or broken condition indicative of misuse. All equipment must be retrieved from and returned to a Simulation Center staff member directly.

## **Video Equipment**

Learning Space, iPads, and Google Glass and other smart devices can be used for recording at the discretion of the Simulation Center faculty and staff. Recordings may be saved for educational purposes and debriefing opportunities. Students may be asked to produce videos on their own using the simulation center. The RELEASE AND NON-DISCLOSURE FORM signed by the student guarantees privacy and prohibits discussion of video contents.

## **Clean- Up**

Please leave the Simulation Center in good condition, as you would a patient's room. This entails:

- Make sure beds are clean, made and in a low-locked position with 2 side rails up. Under no circumstances should the manikins be left exposed.
- Throw away all trash and wrappers.
- Use sharps containers for needles and broken glass. Do NOT throw trash into biohazard sharps boxes.
- Restock tote boxes used and place in designated area.
- Return all equipment to its appropriate location.
- Identify damaged or missing equipment immediately to the Simulation Center personnel.
- Clean the manikins of any residue such as adhesive.
- Wipe down the bedside tables with cleansing wipes.
- If anything needs attention or repair, let the Simulation Center personnel know.

# **Safety Guidelines**

## **Needle Stick Guidelines**

All sharps will be handled safely and disposed of properly. In the event of a “clean” needle stick, the guideline below will be followed

- Immediately inform an instructor
- Wash affected area with soap and water
- Render first aid as needed
- Complete an incident report
- Seek medical treatment as deemed necessary

## **Security and Emergencies**

Requests to utilize the Simulation Center outside of normal business hours may require additional planning with building coordinator and campus security.

All faculty, staff, and students shall comply with the applicable environmental health and safety rules and regulations of all federal, state and local regulatory agencies. A complete list of emergency procedures can be found at [http://bppm.missouri.edu/chapter7/7\\_010.html](http://bppm.missouri.edu/chapter7/7_010.html)

In the event of an emergency the following contacts may be reached:

- MU Police (882-7201).
- Campus Facilities (882-8211).
- Environmental Health & Safety (882-7018).

# **Faculty Information**

## **Reservations**

Reservations must be made at least two weeks prior to date of simulation. You can find a reservation request form at <http://nursing.missouri.edu/academics/clinical-practica/tech-lab.php>. Requests are granted at a first come, first served basis.

Please be sure to fill in as much detail as possible regarding your simulation.

- Include any and all attachments related to requested simulation
- Send a detailed supply list no later than two weeks prior to simulation
- Submitting request online does not guarantee approval, you may be asked to meet in person with the Simulation Center staff to discuss your request
- Must arrive at least 30 minutes prior to event start time to ensure correct set up
- You must remain in the Simulation Center for the entirety of your simulation.
- Requests to use the Sheldon Simulation Center or other outside facilities should be first discussed with the Simulation Center Director\*

\*Requests to use outside facilities or consultants such as the Sheldon Center, hospital, or SAMII must first be discussed with the MUSSON Simulation Center Director. The Director will then initiate contact with the outside facility to discuss resource availability before further progress can be made.

## **Equipment**

A detailed list of simulation center equipment can found on the MUSSON website or can be requested via e-mail.

After equipment request is approved, Sim Center staff will facilitate the process of loaning out the equipment. The user assumes full responsibility for the equipment and agrees to compensate the MUSSON Simulation Center should any item not be returned, or is returned in a damaged or broken condition indicative of misuse. All equipment must be retrieved from and returned to a Simulation Center staff member directly.

Faculty who have reoccurring events in the simulation center may be given designated storage space. The faculty member is responsible for maintaining an inventory list and notifying Sim Center Staff of needs as they arise.

## **Student Referrals**

Should a faculty member find a student in need of remediation of clinical skills, the referral form will need to be sent to the Simulation Center Director. Any additional materials for the student's remediation (i.e. calculation worksheet) should be included in the referral request. In the event several students from the same course need remediation, the Director will work with faculty to reserve a designated practice time for those students.

[Student Referral Form](#) can be found in Appendix B.

## **Simulation Guideline**

Faculty members should consider the following when creating a simulation:

### **Basics**

- Purpose of the Simulation
- Learner Objectives
- Case Selection(s)

### **Logistics**

- Location
  - Holding area
  - Stations
  - Debrief
- Time
  - Overall encounter (includes prebrief, encounter, reset, and debrief)
  - Length of each encounter
  - Time allowed for reset
- Event Support
  - Number of Facilitators
  - Role of facilitator (Instructor, SP trainer, Tech support, etc)
- Learners
  - Number of learners in a group
  - Role of learner
- Equipment
  - Recording system
  - Technology
  - Supplies\* (*See Supply List template for more detail*)

### **Preparation**

- Standardize Patient
  - Demographics & Quantity
  - Training materials
  - Evaluation or feedback guide
- Training material for learners
  - Case scenario
  - Schedule
  - Expectations
  - Preplanning
  - Vignettes

### **Evaluation**

- Method of Feedback
  - Self-Reflection
  - Instructor
  - Standardized Patient
- Viewing video
- Documentation



Essig Clinical Simulation Center & Miller Safe Practices Room

RELEASE AND NON-DISCLOSURE FORM

I, the undersigned, (print your name) \_\_\_\_\_, a simulation participant in the Simulation Center at the University Of Missouri Sinclair School Of Nursing hereby voluntarily and knowingly agree to give my express consent to:

- 1.) Authorize the professional staff and such assistants, photographers and technicians to take still photographs, motion pictures, a produce education (closed circuit) television programs, including podcasts, CD-Rs and DVDs, as well as other types of audio/ visual recordings.
- 2.) Permit such photographs, motion pictures, audio/ visual recordings to be published and reproduces in professional journals and medical books; to be used for any other purpose which the staff members may deem fit in the interest of medical education or research; and to be used at professional meetings of any kind.
- 3.) Further authorize the modification or retouching of such photographs, and the publications of information relating to my case(s), either separately or in connection with the publication of the photographs taken of me.

In addition to the above, I also agree to the following:

- 4.) Although I have given permission to the publication of all details and photographs concerning my case(s), it is understood that I will not be identified by name unless additional permission is obtained.
- 5.) I understand that all information regarding the case(s) for which I participate in, is the confidential property of the Sinclair School of Nursing and I agree that I will not disclose to any third party any information regarding the simulated patient case scenario.
- 6.) **Distributing any information regarding the patient case scenario is Academic Dishonesty and students will be penalized accordingly (see Student Handbook). Student will also forfeit all points awarded for the simulated experience.**

\_\_\_\_\_  
Signature of Simulation Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Role in Simulation Center (Student, Standardized Patient, Intern, Faculty, etc.)

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student ID #



MUSSON Simulation Center Student Referral

Student Name:  
 Referring Faculty & Course:  
 Date to be completed by:  
 Number of hours:

Referral to the simulation center for the identified skills for:  
**Make-Up      Remediation      Practice** (select one)

Student session will be monitored:  
**Time Log                      Recorded                      Return Demonstration**

Clinical Skill	Comments(s)	Clinical Skill	Comments(s)
Handwashing		Medication Administration	
Donning and removing personal protective gear		PO / PT	
Bedmaking		IM / SQ	
Bathing the client		IV push	
Oral hygiene		IV pump	
Bedpan/Urinal		Topical, Rectal, other	
Vital Signs			
Oral feeding		O <sub>2</sub> therapy	
Enteral feeding		NG/G-tube insertion	
Transfer of client		NG/G-tube care	
Range of motion		Insert Peripheral IV/Venipuncture	
Restraints			
Pressure ulcer care		Suctioning (oral, NT)	
Sterile dressing change		Care of Drains	
Urinary specimen collection		Tracheostomy Care	
Intake and Output		Other	
Ostomy care			
Insertion of Indwelling urinary catheter			
Strait catheterization			
Enema			