Simulation Center Policy & Resource Manual

2019-2020

For Faculty, Staff, & Students
# Table of Contents

1. **Philosophy** .................................................................3

2. **Conduct and Behavior** .....................................................3
   2.1.1 Dress Code
   2.1.2 Confidentiality
   2.1.3 Attendance
   2.1.4 Conduct
   2.1.5 Equipment Use
   2.1.6 Video Equipment
   2.1.7 Clean-Up

3. **Safety Guidelines** ..........................................................5
   3.1.1 Needle Stick
   3.1.2 Security and Emergencies

4. **Faculty Information** .......................................................6
   4.1.1 Reservations
   4.1.2 Equipment
   4.1.3 Student Referrals
   4.1.4 Simulation Guide

5. **Appendices** ..................................................................8
   5.1.1 Release and Non-Disclosure Form
   5.1.2 Student Referral Form
SON Simulation Center Org Chart

- SSON Associate Dean of Academic Affairs
  - Executive Director of Simulation
  - Associate Director of Simulation
    - Simulation Coordinator
    - Lab Facilitator(s)
**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. Simulations provide the student with opportunities to focus on critical thinking, clinical reasoning, and clinical judgment 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
- Demonstration of clinical competencies to promote quality patient care
- Utilization and development of therapeutic communication skills
- Application of clinical reasoning in the nursing process
- Development of professional behavioral based on ethical, legal, and regulatory standards
- Enhancement of the student’s self-confidence

**Conduct and Behavior**

**Dress Code**

Students using the 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](http://nursing.missouri.edu/handbooks/bsn-handbook.pdf)). School of Nursing uniforms, closed-toed shoes, and name badges must be worn at all times when in the simulation center.

**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 Simulation Center. 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 Center 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 Center. 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 clinically appropriate.

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

A detailed list of simulation center equipment can found on the MUSSON website or can be requested via e-mail. Some simulation items may be available for check-out. Check with Sim Center staff. Upon approval, Simulation 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. The release and non-disclosure form signed by the student addresses 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

Simulation Requests

Requests must be made at least four weeks prior to date of simulation. Please make your request by emailing the SoN Interim Director of simulation, Jessica Sabrowsky at jasbkb@missouri.edu. Requests are granted based on availability. Following the request, a 1-hour meeting will be scheduled to discuss simulation activities, objectives and dates for the event.

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
- Must arrive at least 30 minutes prior to event start time to ensure correct set up
- Faculty are encouraged to be present for all simulation events
- Simulation Directors’ will ensure most appropriate facilities will be scheduled based on activity

Clinical Skill Remediation

Faculty member may recommend students for remediation of clinical skills by sending an email the Simulation Director. Include details which would include objectives, skills, or assessment forms as needed.

Student Referral Form can be found in Appendix B.

Simulation Guideline

Faculty members should consider the following when creating a simulation:

Simulation Event Planning Simple Form DH JS fall2019final.docx
Appendix A

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 Clinical Skill Remediation Request

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**

<table>
<thead>
<tr>
<th>Clinical Skill</th>
<th>Comments(s)</th>
<th>Clinical Skill</th>
<th>Comments(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handwashing</td>
<td></td>
<td>Medication Administration</td>
<td></td>
</tr>
<tr>
<td>Donning and removing personal</td>
<td></td>
<td>PO / PT</td>
<td></td>
</tr>
<tr>
<td>protective gear</td>
<td></td>
<td>IM / SQ</td>
<td></td>
</tr>
<tr>
<td>Bedmaking</td>
<td></td>
<td>IV push</td>
<td></td>
</tr>
<tr>
<td>Bathing the client</td>
<td></td>
<td>IV pump</td>
<td></td>
</tr>
<tr>
<td>Oral hygiene</td>
<td></td>
<td>Topical, Rectal, other</td>
<td></td>
</tr>
<tr>
<td>Bedpan/Urinal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral feeding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enteral feeding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer of client</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range of motion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restraints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pressure ulcer care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sterile dressing change</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urinary specimen collection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intake and Output</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ostomy care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insertion of Indwelling urinary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>catheter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strait catheterization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enema</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>