Author Acknowledgements

The TAMUCC Simulation & Clinical Learning Center (SCLC) would like to acknowledge the Society of Simulation in Healthcare (SSH) whose template was used to develop this policy & procedure manual.

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GENERAL INFORMATION

Procedures stated in this manual undergo continuous evaluation, review, and updating as approved by the appropriate University and College of Nursing & Health Sciences (CONHS) committees. All statements herein reflect existing policies at the time this manual was published. The CONHS, Texas A&M University-Corpus Christi (TAMUCC), and Simulation & Clinical Learning Center (SCLC) reserve the right to change and/or update polices.

The CONHS SCLC is dedicated to diversity, inclusion, equality, and equity.

MISSION STATEMENT, VISION, AND CORE VALUES

Introduction
The goal of the SCLC is to provide our students a safe learning experience that promotes successful student learning outcomes and fostering best practices in a dynamic and diverse learning environment to improve overall patient care and safety.

The SCLC faculty and staff strive to make the student’s simulation and laboratory experience educational and enlightening to best serve their educational pursuits. Simulations, laboratory time, and case scenarios are designed to help foster the development of problems-solving, decision-making skills, and proficiency in the cognitive, affective, and psychomotor domains. The SCLC attempts to create the environmental factors necessary to make the student’s learning experiences authentic and realistic. Students are expected to arrive to the SCLC prepared and in a learning mindset. SCLC faculty and staff will provide students with positive feedback and debriefing of their performance, expecting students to use self-reflection, analysis, and critical thinking through this reflective practice.

Mission
The mission of the Texas A&M University-Corpus Christi College of Nursing and Health Sciences is to promote a learner-centered, safe environment conducive to developing hands-on knowledge, skills, intra/interprofessional collaboration, and research aimed at benefiting the community, patients, students, as well as the healthcare community that TAMUCC serves.

The SCLC works to educate, assess, and maintain student learning utilizing state-of-the-art educational methods and technology in a realistic, innovative environment where students engage in evidence-based active learning to prepare them for safe, quality patient care.

Vision
Envisioning the future, transforming healthcare through education, research, innovation, and practice.
Core Values
The SCLC endeavors to put student learning first, pursue immersive learning, and strives for educational excellence with integrity, respect for others, excellence, innovation, and service through teamwork.

GOVERNANCE

The SCLC Director is responsible for the oversight and management of the simulation center. The SCLC Manager is responsible for the day-to-day management of the SCLC. All SCLC faculty and staff ultimately report to the SCLC Director. SCLC Staff, including SCLC Supervisor, Coordinator, Staff, Student Assistants and Volunteers, report to SCLC Manager.

SCLC Director and Manager: 361-825-2353

SCLC Coordinators: 361-825-2827/361-825-2832
SCLC Acknowledgements
The Texas A&M University-Corpus Christi College of Nursing & Health Sciences Simulation and Clinical Learning Center (SCLC) will be acknowledged in all photographs, abstracts, publications, presentations, and conference participation where the SCLC had a part. All acknowledgements of the SCLC shall be presented to the SCLC Director at least one month prior to any external audience acknowledgements to ensure quality representation of the SCLC faculty, staff, students, and research.

Hours of Operation
The SCLC operates normally on a 0800-1600, Monday through Friday schedule. Other times outside normal operating hours may be scheduled at least two months ahead of schedule and/or the beginning of the academic semester and with the approval of the SCLC Director. There may be times during normal operating hours when the SCLC may not be available due to meetings, events, or prior commitments.
The SCLC is closed on all federal and posted academic holidays observed by TAMUCC. See the current academic calendar for details.

**Physical Space Security**
The SCLC is located on the second floor of Island Hall on the TAMUCC campus. Physical security is maintained by the TAMUCC Police Department and SCLC faculty and staff. All doors within the SCLC are locked when SCLC staff are not present. Only SCLC and appropriate TAMUCC faculty have been given keycard access through use of their faculty SandDollar cards. UPD, Maintenance, and Housekeeping staff have access to the SCLC as needed.

**Terminology**
Simulation terminology used within the SCLC is consistent with the terminology used in the Society for Simulation in Healthcare (SSH) *Healthcare Simulation Dictionary* and the International Nursing Association for Clinical Simulation and Learning (INACSL) *Standards of Best Practice: Simulation* SM

**Simulation Links**

**JOB DESCRIPTIONS**

**Simulation & Clinical Learning Center Director**
The Director of Simulation Education is primarily responsible for planning, designing, implementing, and evaluating simulation-based learning across the continuum from standardized patients through high-fidelity simulators. The Director of Simulation is a key member of the Associate Dean for Academic Programs leadership team and will provide strategic insight and assist the Associate Dean in setting curricula priorities and objectives.

**Scope:**
1. Leads the integration of simulation/instructional technologies throughout the CONHS curriculum.
2. Uses evidence-based simulation models to design, implement, evaluate, and standardize educational programs for faculty/staff development in the use of clinical simulation, debriefing, and assessment.
3. Mentors faculty, clinicians, and graduate students in the design of curriculum involving clinical simulation.
4. Ensures instruction is consistent with national professional standards for clinical practice.
5. Collects data on learning outcomes for simulation exercises and collaborates with faculty on disseminating findings through peer-reviewed publications.
6. Supervises all Simulation & Clinical Learning Center (SCLC) faculty and staff.
7. Institutes continuous quality improvement strategies for simulation program improvement.
8. Partners with SCLC Manager and other administrative personnel in reporting of program activities, standards, accreditation requirements, external meetings, educational concerns, and student/staff successes.
9. Inspires the advancement of simulation research.
10. Other duties as assigned.

**Supervision:**
The Director of Simulation Education reports to the CONHS Associate Dean for Academic Programs.

**Required Qualifications:**
- Doctoral degree in a healthcare or related field
- Three-five years’ experience with simulation-based education and training, evaluation of outcomes, patient safety, and implementation of innovative simulation-based education and training programs necessary, and curriculum development and assessment for adult learners
- Familiarity with use and maintenance of simulation equipment
- Unrestricted RN/APRN Texas license

**Preferred Qualifications:**
- Evidence of scholarship contributions related to clinical simulation.
- Knowledge of Society for Simulation in Healthcare accreditation process and requirements

**Simulation & Clinical Learning Center Manager**
The Simulation Lab Manager is responsible for the implementation of all lab services required for support CONHS curriculum. The Simulation & Clinical Learning Center Manager is an integral member of the SCLC faculty & staff and provides support for the implementation of all aspects of simulation and skills lab processes.

**Scope:**
1. Assists in establishing, evaluating, and directing SCLC activities.
2. Facilitates the use of various laboratories in the SCLC using scheduling software.
3. Facilitates learner-focused education within all SCLC activities.
4. Participates in practice lab sessions, skill remediation, and simulation by observing, educating, critiquing, and evaluating participant skill performance.
5. Maintains and manages SCLC inventory and equipment.
6. Evaluates equipment quality, need for repair, storage, and maintenance.
7. Collaborates with SCLC Director for laboratory needs.
8. Partners with SCLC Director and other administrative personnel in reporting of program activities, standards, accreditation requirements, external meetings, educational concerns, and student/staff successes.
9. Assists in the advancement and use of simulation research.
10. Other duties as assigned.

Supervision:
The Simulation Lab Coordinator reports to the SCLC Director

Required Qualifications:
- Bachelor’s degree, Master’s degree preferred, in nursing, healthcare, or related field
- Three years’ experience with simulation-based education and training
- Familiarity with use and basic maintenance of simulation equipment
- Unrestricted RN/APRN Texas license

Simulation Lab Supervisor
The Simulation Lab Supervisor is responsible for the implementation of all lab services required to support CONHS curriculum. The Simulation Lab Coordinator is an integral member of the SCLC faculty & staff and provides support for the implementation of all aspects of simulation and skills lab processes.

Scope:
1. Assist in establishing and directing SCLC activities.
2. Collaborate with SCLC Director and Manager to facilitate the effective and efficient use of lab space in the SCLC with equitable scheduling among faculty and courses.
3. Collect data and prepare utilization reports representing SCLC operations.
4. Collaborate with CONHS faculty for appropriate use of equipment and space.
5. Assist and direct SCLC staff with inventory, stocking, use, and ordering of SCLC supplies.
6. Facilitate, participate in, and direct simulation staff with skill remediation for students using faculty-generated prescriptions.
7. Assist CONHS faculty with course required simulation activities as required.
8. Partners with SCLC Director, Manager and other administrative personnel in reporting of program activities, standards, accreditation requirements, external meetings, educational concerns, and student/staff successes.
9. Assign and supervise work study/student assistants/volunteers to support SCLC activities.
10. Other duties as assigned.

**Supervision:**
The Simulation Lab Supervisor reports to the SCLC, Manager, and Director

**Required Qualifications:**
- Bachelor’s degree in nursing, healthcare, or related field
- One-three years’ experience with simulation-based education and training
- Familiarity with use and basic maintenance of simulation equipment
- Unrestricted RN Texas license

**Simulation Lab Coordinator**
The Simulation Lab Coordinator is responsible for the implementation of all lab services required for and by current CONHS nursing and health sciences courses and faculty. The Simulation Lab Coordinator is an integral member of the SCLC faculty & staff and provides support for the implementation of all aspects of simulation and skills lab processes.

**Scope:**
1. Assist in establishing and directing SCLC activities.
2. Facilitate the effective and efficient use of lab space in the SCLC with equitable scheduling among faculty and courses through direction of Lab Supervisor and Manager.
3. Assist with data collection representing SCLC operations.
4. Collaborate with SCLC administrative staff and CONHS faculty for appropriate use of equipment and space.
5. Assist with inventory, stocking, use, and ordering of SCLC supplies.
6. Facilitate and participate in skill remediation for students using faculty-generated prescriptions.
7. Assist CONHS faculty with course required simulation activities as required.
8. Partners with SCLC Supervisor, Director, Manager and other administrative personnel in reporting of program activities, standards, accreditation requirements, external meetings, educational concerns, and student/staff successes.
9. Supervise work study/student assistants/volunteers to support SCLC activities.
10. Other duties as assigned.

**Supervision:**
The Simulation Lab Coordinator reports to the SCLC Simulation Lab Supervisor, Manager and Director
Required Qualifications:
- Bachelor’s degree in nursing, healthcare, or related field
- 1-3 years’ experience with simulation-based education and training
- Familiarity with use and basic maintenance of simulation equipment
- Unrestricted RN Texas license

Simulation Lab Student Assistant/Volunteer
The Simulation Lab Student Assistant/Volunteer is responsible for the implementation of lab services directed by SCLC Staff, Manager, and/or Director. The Simulation Lab Student Assistant is an important member of the SCLC staff and provides support for the implementation of simulation and skills lab processes as well as lab space maintenance. Workload is limited to 19 hours per week and/or per University policy.

Scope:
1. Assist in implementing SCLC activities.
2. Collaborate with SCLC management and staff for appropriate use of equipment and space.
3. Assist with inventory, stocking, use, and maintenance of SCLC equipment and supplies.
4. Other duties as assigned.

Supervision:
The Simulation Lab Student Assistant/Volunteer reports directly to the SCLC Simulation Lab Supervisor, followed by the Manager and Director

Required Qualifications:
- Bachelor’s degree student in nursing, healthcare, or related field
- References from two CONHS faculty or staff members
- In good academic standing

CODE OF CONDUCT
The SCLC believes the simulation lab space is a learner centered safe environment promoting student learning and participation. Adherence to evidence-based practices and the guidelines set forth by the International Nursing Association of Clinical Simulation and Learning (INACSL), the Society for Simulation in Healthcare (SSH), and the Association of Standardized Patient Educators (ASPE), to name a few, will be followed by all educators and staff functioning in the SCLC. All faculty undertaking and participating in simulations are required to undergo additional training and professional development in the area of simulations.
The following are mandatory practices for all faculty, staff, and participants in the Simulation and Clinical Learning Center. These protocols are designed to ensure all SCLC users will be able to engage in appropriately leveled learning opportunities.

**SCLC Lab Code of Conduct**

1. All users of the SCLC will abide by the set protocols for use.
2. Professional behavior will be maintained at all times within the SCLC.
3. Confidentiality will be maintained within the confines of the SCLC. HIPAA rules will be followed in regard to all simulation activities.
4. Safety precautions for all equipment and procedures will be practiced in the SCLC.
5. No food, drink, or fluids are allowed in the simulation rooms or near simulators. Drinks with lids are allowed in breakout rooms only.
6. Simulators, task trainers, and equipment will be treated with respect and handled as if real patients. Handle gently, per instructions, and with care.
7. All procedural requirements will be followed when using simulators, task trainers, and equipment (i.e.: lubricants, correct solutions, use of gloves, etc). If you are unaware of the requirements, please verify with SCLC faculty & staff prior to use.
8. Users will leave the SCLC in the same manner in which they found it (i.e.: chairs returned to proper areas, beds made and lowered, supplies returned, used linen placed in laundry hamper, used supplies discarded or returned)

**CELLPHONE USE**

While participating in simulation or training sessions within the SCLC, it is the expectation that all users, including students, faculty, and staff, will place cellphones on vibrate and only take emergency calls. Participants, learners, and faculty may use smartphones for looking up reference materials, training videos, or curricular resources. Note that faculty and staff use cellphones for communication purposes to facilitate simulation experiences.

At no time will cellphones, tablets, or video recording materials be used to record video or photography without consent of the SCLC faculty, staff, or CONHS faculty or staff. Violations of this policy will be reported to course faculty and the SCLC Director immediately.

**SUSPENSION OF DISBELIEF**

All simulated encounters used within the SCLC are set up with appropriate realism, as well as physical, psychological, and environmental fidelity indicated by the scheduled session. During simulations or training sessions, participants will
encounter electronic manikins, task trainers, and standardized patients or actors to assist in the practice and understanding of procedural skills and clinical situations. Although these are simulated encounters, all participants, faculty, staff, observers, and guests will maintain professional behaviors and treat the sessions as real, suspending disbelief during the session.

1. The electronic manikins will have vital signs, heart, lung, and bowel sounds, palpable pulses, chest excursion, and verbal responses appropriate to the clinical situation.
2. Clinical monitors, such as EKG and vital signs, will be available depending on the clinical setting of the simulation experience.
3. Clinical exams, such as laboratory, imaging, and pathology, may be available depending on the clinical setting of the simulation experience.
4. Clinical equipment, such as IV supplies, IV pumps, other clinical pumps (feeding, SCDs), glucometers, and respiratory equipment will be available depending on the clinical setting of the simulation experience.
5. Defibrillators within the SCLC are real and deliver live energy. Defibrillator pads must be placed correctly on the gold pads on the manikin for correct monitor display and appropriate use of the defibrillator. The appropriate manikins can be shocked but will not react like real patients (manikin will not “jump”). Students must receive appropriate training for correct use by SCLC faculty, staff, or course faculty prior to using the defibrillators.
6. All SCLC equipment must be used within the confines of the SCLC. No equipment is to leave the SCLC without consent of SCLC faculty and staff. See “Use of Equipment & Supplies Outside SCLC” for checkout procedures.

AUDIO AND VIDEO RECORDING

The SCLC utilizes audio and video recording during all simulation activities and maintains these recordings on a secured university server. Videos are used solely for educational or research purposes.

The SCLC Director, Manager, faculty, and staff have access to all recordings. Faculty needing access to recordings will request such access from the SCLC Director.

CONFIDENTIALITY AGREEMENT AND CONSENT FOR RECORDING

During student orientation prior to the first semester, students are informed of the importance of confidentiality within the CONHS. A confidentiality agreement is completed by each student and participant during orientation which covers the students throughout their enrollment in the CONHS. This agreement is kept in the
individual student files. If a student refuses to sign the agreement, any recorded files will be deleted from the server.

During each simulation and laboratory experience, all faculty, adjunct faculty, and participants are educated and reminded of the significance of simulation and participant confidentiality. SCLC and CONHS policies on confidentiality and security are reviewed.

The importance of protecting one another’s confidentiality and psychological safety will be stressed at the beginning of each simulation or lab session or during the pre-brief session within the SCLC. Failure to maintain confidentiality by participants will be reported to the SCLC Director, appropriate faculty, department chair, or administrator for appropriate action.

**Documentation Destruction**
All SCLC materials and recordings are maintained on secured servers within the appropriate TAMUCC departments.

**Digital Video Recordings**
Digital video recordings for the purpose of simulation use shall be stored for the duration of the semester in which they are recorded. Digital recordings for the purpose of research shall be kept for a period of three years following the conclusion of the research. Digital recordings that have been deemed good examples for teaching purposes shall be stored securely as long as administratively useful.

**Handwritten or Electronic Curriculum**
Simulation or training materials (scenarios, cases, checklists, etc) shall be stored as long as administratively useful. Periodic review of materials will be done by SCLC faculty, staff, and course faculty as appropriate.

**Administrative Documentation**
Documentation for the purpose of SCLC operations and administrative tasks shall be stored as long as administratively useful.

**SCHEDULING OF EVENTS AND ROOMS**

**Scheduling Process**
At an agreed upon time during the academic year, TAMUCC faculty will gather to coordinate schedules and use of the SCLC and computer laboratories in conjunction with the SCLC Director and Manager. Requests are made and coordinated with the SCLC administrative personnel and scheduled in the current university computerized system. Confirmations of reservations are emailed to faculty once reservations are approved and completed. It is the responsibility of TAMUCC faculty
to review reservations for completion and accuracy. No reservations are considered confirmed until an email confirmation has been sent to the appropriate faculty member by the SCLC administrative personnel.

Requests for SCLC space and time must include the course name, faculty, dates and time required, and SCLC or computer lab rooms required. On-site assistance or participation by SCLC faculty and/or staff during the lab or simulation time must be noted on the reservation. Reservations are completed on a “first come-first serve” policy. It is expected that faculty with scheduling conflicts will work together, compromise, and come to an agreement of space and time use prior to requesting final reservations. Any further course conflicts will be reported by the SCLC Manager and/or Director to the appropriate faculty to facilitate compromise.

The SCLC Director and Manager reserve the right to adjust schedules as needed for appropriate and equitable SCLC and computer lab usage.

All simulations and skills lab documentation required for the set-up, administration, and running of activities must be submitted on the approved template at least three weeks prior to the scheduled activity. Faculty must review requests and lab needs with SCLC faculty and staff two to three days prior to the scheduled date to ensure accuracy of set-up and equipment.

Any faculty or staff from TAMUCC or other entities having students participating in simulations or skills lab for courses must be present and remain actively engaged with their students during the duration of the simulation/skills lab. This may be the course manager, course faculty, or a representative of the course unless otherwise approved by the SCLC Director.

Cancellations
The SCLC faculty and staff understand that unscheduled events occur that may require cancellation of a scheduled SCLC event. We ask that TAMUCC faculty inform the SCLC at least 24 hours in advance, unless unavoidable. The SCLC staff will work with faculty for rescheduling of events as space is available.

LABORATORY SAFETY RULES

The SCLC is committed to the safety and security of all faculty, staff, and students. Our goal is to maintain an accident and injury free zone while ensuring that the simulation lab is a safe place in which to work and learn. Safety is the business of each university citizen that utilizes the SCLC. Faculty and staff strive to create a safe learning and research environment where safety is expected and valued by instituting safety standards. It is the responsibility of all who work or study in the campus laboratories to do so in a safe and environmentally responsible manner. All
faculty, staff, and students are therefore, expected to comply with the SCLC safety standards when working within the simulation lab. Completion of the City-Wide Hospital Orientation is required by all students prior to skills and simulation participation.

GENERAL LAB POLICIES

1. No horseplay (pushing, running, shoving, pranks, etc.).
2. No food, drinks, tobacco products, cosmetics, or chewing gum to be allowed in the simulation/skills lab areas or around manikins or equipment.
3. Drinks with lids are allowed in breakout rooms only.
4. Dispose of broken glass, syringes, vials, ampules, and sharps in the red biohazard containers only.
5. Proper use of handwashing and/or hand sanitizer is required before and after glove use.
6. Universal precautions are to be followed when in the SCLC.
7. Report all injuries, spills, leaks, or glass breakage immediately to instructor or SCLC staff.
8. Students and faculty are responsible for cleaning up the utilized lab areas prior to leaving the SCLC space. This includes linens, sharps, and equipment.
9. Properly label and dispose of all waste and trash as directed by SCLC staff or course faculty.
10. No iodine-based liquid is to be used on the manikins – please use only the appropriate material. For questions, please clarify with SCLC staff.
11. Do not use ink pens or markers on the manikins or task trainers. Use caution when using pens or markers around the manikins or task trainers.
12. Stow all personal belongings in lab cabinets, breakout rooms, or outside the lab to prevent falls or tripping hazards. SCLC not responsible for lost or stolen items.

EMERGENCY PHONE NUMBERS

Dialing from an on-campus phone: 9-911
Dialing from an off-campus/personal phone: 911
University Police 361-825-4444
University Health Center 361-825-2601
Facilities Services 361-825-2324
Poison Control 800-222-1222
Poison Non-Emergency 361-886-2600
Environmental, Health & Safety Office 361-825-5555
LABORATORY ATTIRE

Students are expected to comply with dress code as noted in the CONHS Student Handbook and when directed by their course faculty. Student name badges must be worn at all times when utilizing the SCLC. Hair should be tied back to prevent contamination or injury. Closed toe shoes must be worn to prevent foot injuries when anticipating moving heavy equipment within the SCLC such as beds and furniture. Expectations for laboratory attire, no matter the gender, should be suitable by covering the chest, torso, and undergarments. Further course specific expectations may be dictated by course faculty, and are as follows:
   1. Skills Practice & Health Assessment Labs: name badge
   2. Simulations & Skills Lab: clinical uniform and name badge

STUDENT DELIBERATE PRACTICE SESSIONS

Practice sessions are encouraged for students to gain proficiency in the cognitive, affective, and psychomotor learning domains. Open lab sessions for deliberate skill practice will be scheduled and publicized each semester. Students are encouraged to participate in deliberate practice during these times.

Students are required to schedule appointments for other skill or lab practice times, and skill check-offs so that appropriate lab staff facilitation is available. Please see the SCLC faculty or staff to make appointments at least one week prior to due date.

STUDENT LABORATORY SPACE SCHEDULING

Students requiring lab space for the completion of course assignments are asked to schedule appointments with the SCLC staff to ensure appropriate space, equipment, and time are available. Please inform the SCLC staff of any particular needs required for completion of the assignment. Drop-in appointments are permitted subject to availability of laboratory space and/or staff. Students are required to leave the SCLC space in the same manner in which they found it.

NON-PARTICIPANTS OBSERVERS

The SCLC welcomes non-participant observers in the simulation center. Please inform the SCLC Director and/or manager when observers are expected so that appropriate space and placements can be made prior to their arrival.
Scheduled tours and community outreach will be done as necessary. Advance notice is appreciated when available.

**SCLC TOURS**

Since tours of the SCLC facilities take up valuable faculty & staff resources, it is requested that tours be scheduled with the SCLC Director or Manager in advance of the scheduled tour needs. In requesting a tour, please indicate the nature of the visit, the audience, and individual learning needs to ensure appropriate resources are available. A contact person, phone number, and email address are requested to allow for clear and timely communication.

**SCLC EQUIPMENT**

The equipment and simulators within the SCLC are essential for the learning and education of participants. Equitable use of the equipment is a high priority for the SCLC faculty and staff. All medical equipment in the SCLC is owned by the CONHS and is checked, where appropriate, by the university physical plant/materials management department. All items are marked with university property tags, where appropriate, and labeled FOR SIMULATION USE ONLY. These items include, but are not limited to:

A. Emergency Crash carts  
B. Emergency Defibrillators  
C. Medication Administration Systems  
D. Simulated medications  
E. Hospital beds and stretchers  
F. Exam tables  
G. Cardiac monitors  
H. AED Trainers  
I. IV Pumps & tubing  
J. Wall suction equipment  
K. Blood pressure cuffs and automated BP machines  
L. Birthing beds  
M. Neonatal/infant warmers & bassinette  
N. Fetal heart monitor  
O. Ophthalmoscopes & Otoscopes
STANDARD SCLC EQUIPMENT

As the SCLC stays abreast of current trends in simulation equipment and supplies, an up-to-date list of current SCLC equipment will be a living document requiring frequent updates. Please see the SCLC faculty and staff for a list of current equipment and supplies available for simulation and skills training. Updates, changes, new purchases, and retirement of older equipment will be shared with CONHS faculty as needed.

EQUIPMENT LOANS

Requests for loans of SCLC equipment from faculty, staff, and/or students must be approved by the SCLC Director or Manager prior to leaving the SCLC. Faculty and students requesting use of SCLC equipment or supplies must demonstrate appropriate training in the use of the specific equipment and/or simulator. Individuals checking out equipment and/or simulators must accept responsibility for any damages requiring repairs or maintenance of equipment and/or simulators.

Specific equipment and supplies may be checked out for a period of time decided upon at scheduling depending on the nature of the equipment needed, taking the needs of the SCLC schedule into consideration.

All personnel checking out equipment and/or simulators shall complete a sign-out form located in the SCLC and verified by SCLC faculty or staff.

USE OF EQUIPMENT AND SUPPLIES OUTSIDE THE SCLC

Requests for use of SCLC equipment and/or supplies outside the confines of the SCLC but be requested at least four weeks in advance to ensure proper utilization of equipment.

Faculty requesting use of SCLC equipment or supplies outside the SCLC must demonstrate appropriate training in the use of the specific equipment and/or simulator. Individuals checking out equipment and/or simulators must accept responsibility for any damages requiring repairs or maintenance of equipment and/or simulators.

All equipment and/or supplies with a value of $5,000 or greater shall have SCLC faculty/staff accompany the equipment to provide set-up, tear-down, and maintenance of equipment as allowed by the current SCLC schedule. Fees may result to allow for manikin and/or staff time.
For any off campus use of SCLC equipment or simulators, the “Off-Campus Use Permit Form” must be filled out and returned to the SCLC when the request is made. Please see the link below for the form:

http://adminservices.tamucc.edu/contracts_property/assets/Off%20Campus%20Use%20Permit%20Form.pdf

Specific equipment and supplies may be checked out for a period of time decided upon at scheduling depending on the nature of the equipment needed, taking the needs of the SCLC schedule into consideration.

All personnel checking out equipment and/or simulators shall complete a sign-out form located in the SCLC and verified by SCLC faculty or staff.

SEVERE WEATHER POLICY

As TAMUCC is located in the South Texas Coastal Bend area, attention to severe weather is paramount for the safety and security of all CONHS and SCLC faculty, staff, and participants.

Once a determination of campus closure is made, SCLC faculty and staff are directed to secure all SCLC property, including equipment and simulators.

SCLC staff will be directed by the SCLC Director and/or Manager for the protection of equipment within the SCLC, including computers, simulators, equipment, and supplies. All university rules and regulations for the security of items will be followed, including moving computerized equipment off floors and in secured areas away from windows, covering computers electronic equipment with plastic coverings designed to prevent possible water damage. Additional assistance may be required from CONHS faculty, staff, and student assistants for the security of SCLC equipment.

EQUIPMENT & SUPPLY ACQUISITION AND INVENTORY

Adequate inventory of supplies used within the SCLC will be the responsibility of the SCLC faculty and staff. Any problems with the acquisition of supplies will be communicated to the appropriate CONHS faculty as needed.

Inventory is done at least each semester and as needed by the SCLC faculty and staff. A database will be maintained to ensure adequate inventory is available for student learning needs.

In simulation and skill sessions, many items can be reused. Faculty, staff, and students are asked to be mindful of supplies used to ensure adequate inventory for
all participants. A list of current reusable items will be communicated for all users within the SCLC.

Requests for additional equipment or supplies for CONHS courses and participants shall be submitted to the SCLC Director. The request shall include a statement of need and rationale for the purchase, who may benefit from the acquisition, and how the equipment will be used within the SCLC. Request needs for the SCLC, faculty, and participants will be prioritized on the basis of need and the overall impact for improved student learning outcomes. Purchases must follow allowable university and SCLC budgetary guidelines. New equipment and supply purchases will be communicated to CONHS faculty as received. Appropriate training and orientation must be completed and verified by the SCLC Director or Manager prior to use of any new equipment and/or supplies by anyone using the new items.

**MAINTENANCE & CARE OF EQUIPMENT & SUPPLIES**

The SCLC faculty and staff are responsible for the maintenance and care of all SCLC equipment, simulators, and supplies. Routine and emergency maintenance of equipment and/or simulators may result in those items being unavailable for CONHS faculty and student use. In the event of such needs, timely communication to the faculty will be completed by the SCLC faculty or staff to ensure CONHS faculty remains up to date on current issues related to equipment, simulators, or supplies.

All persons using the equipment, simulators, and supplies within the SCLC are asked to use them only after receiving appropriate training and orientation, using proper technique, and being mindful of equitable use of supplies.

All persons using the equipment, simulators, and supplies are asked to return the area to its original state, cleaning up after themselves, and properly disposing of any trash, sharps, and biohazard materials.

**BREAKAGE & REPAIR OF EQUIPMENT**

The SCLC maintains an annual budget expense line for SCLC equipment repairs and maintenance. The SCLC realizes that normal wear and tear occurs in the course of SCLC lab and simulation use throughout the academic year.

If a simulator or piece of equipment breaks or malfunctions, the SCLC faculty and staff will make every effort to repair the device in a timely manner. If this cannot be done, the lab or simulation session may need to be altered, changes, cancelled, or rescheduled. The SCLC Director will be notified immediately if such occurs.
If negligence or malicious intent is the cause of equipment failure or damage, the SCLC faculty will immediately remove the individual and notify the CONHS faculty member and administrative members.

**REPORTING ACCIDENTS**

Any accidents and/or injuries involving students, visitors, or university employees that occur within the SCLC must be reported to the SCLC staff and University Police Department at (361) 825-4444. Report and safety hazards to the Environmental, Health, & Safety office at (361) 825-5555.

For injuries or accidents involving students, complete the Incident/Injury Report for Non-TAMUCC Employees Form [http://safety.tamucc.edu/uploads/Site/non-tamuccinjuryform.doc](http://safety.tamucc.edu/uploads/Site/non-tamuccinjuryform.doc)

Injuries or accidents involving TAMUCC employees must be reported to their immediate supervisor who will complete the Employers First Report of Injury or Illness Form [http://hr.tamucc.edu/assets/WCI/Report_Injury.pdf](http://hr.tamucc.edu/assets/WCI/Report_Injury.pdf). Please see the Human Resources website for details at [http://hr.tamucc.edu/Time_Leave/Workers_Comp.html](http://hr.tamucc.edu/Time_Leave/Workers_Comp.html)