

Guidelines for Use of the Clinical Simulation Center Academic Year 2023-2024

East Carolina University Brody School of Medicine

Interprofessional Clinical Simulation Program and Center

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Interprofessional Clinical Simulation Program

The Office of Clinical Simulation is a unit within Academic Affairs at Brody School of Medicine. The Office is responsible for incorporating simulation-based education into the LCME curriculum for medical education and ACGME curriculum for Graduate Medical Education. The Office incorporates programs throughout the medical center, health science campus, and university to create interprofessional opportunities for learners to practice in a team setting. The Office is accredited by the Society for Simulation in Healthcare in the field of Teaching/Education.

Mission and Vision

Mission

The mission of the Clinical Simulation Program is to promote excellence in clinical care, promote both patient and learner safety and improve multidisciplinary team performance using simulation modalities.

Vision

The Clinical Simulation Program will be a national model for simulation-based interprofessional education. A collaborative approach across institutions and disciplines will offer an opportunity to jointly address safety and quality of care for patients in Eastern North Carolina.

Purpose of Guidelines for Use of the Clinical Simulation Center

Simulation is a safe educational modality where learners and faculty explore components of realistic patient care by actual, hands-on participation. The East Carolina University Brody School of Medicine Interprofessional Clinical Simulation Program provides a safe, nonthreatening environment for participants to learn how to transfer knowledge into applied patient care using simulators, with emphasis on patient safety, best clinical practices, critical thinking, teamwork and communication. It is the intent of the Program to provide a realistic, yet safe and effective learning experience for all healthcare practitioners, educators, and students.

The goal of the following guidelines is to maintain safe learning environment while using the Center. It is expected that all involved in simulation activities will know and adhere to these guidelines. Failure to adhere to these general guidelines may result in loss of the individual's ability to use the Center.

This guide will be available in the Center, and educators and participants will also receive a copy during their orientation and must agree to the terms before participating in Center programs. Educators are expected to review this information with participants prior to their involvement in simulation activities.

Guidelines for Use of the Clinical Simulation Center

Preparing for a Simulation Activity

1. Trainees/educators may request Center space and equipment for practice by contacting the administrative staff in 1L-09, emailing csc@ecu.edu, or calling 744-3251.
2. All participants are expected to come to the Center prepared by having read the scheduled activity objectives and assignments prior to the start of the simulation session as assigned by educators. They are to have their own clinical equipment, study materials, or paperwork necessary for the session in their possession (stethoscope, etc.).
3. Healthcare Simulation Dictionary, 2nd Edition, September 2020, by the Society for Simulation in Healthcare located at www.ssih.org/dictionary should be reviewed by users.
4. Participants will be required to sign in on a roster provided by the Program administrative office.
5. Center staff will provide faculty and participants with the necessary simulator usernames and passwords for computers, simulators, etc.
6. Users will adhere to the following dress code policies. Violation of these policies may result in the individual being asked to leave the Center.
 - a. Vidant Medical Center/ECU Health staff are required to wear approved Vidant Medical Center/ECU Health uniforms.
 - b. Medical students are expected to wear clinical attire: closed-toe shoes, scrubs, or dress clothes and white coat. Clinical attire is outlined in the BSOM Student Standards of Professional Dress.
 - c. Undergraduate students are expected to comply with the same policies as staff. They must wear closed-toe shoes and long pants. No shorts, tank tops, or flip flops.
 - d. All Center users should have hospital or ECU IDs visible.
7. Users must receive a formal orientation by Center staff in the proper use of equipment prior to using it in the Center. Equipment and supplies are to be used safely and for their designed purpose. Please report any malfunctioning or broken items to Center staff. Unsafe behavior will not be tolerated and should be reported immediately to faculty or Center staff.

During a Simulation Activity

1. Active participation in simulated clinical scenarios is considered an important part of the clinical learning experience. Participants should engage in scenarios as a professional and treat simulation as a realistic patient care experience.
2. Simulations may occur with the group divided into participants and observers. Observers are expected to observe as a professional and only participate as requested by course instructors.
3. All cabinets containing supplies/equipment will remain closed when not in actual use. No items should be removed from drawers/shelves unless instructed to do so. Disposables will be allocated to the activity leader at the beginning of the learning activity by Center staff. Any unused disposables should be returned to Center staff at the end of the session.
4. No food or drink is permitted in the recording, viewing, or practice areas. Food and drinks can be consumed and stored only in 1L-18 (kitchen) and Brody Commons.

5. The use of cell phones is prohibited during classes, unless otherwise permitted by the instructor or Simulation Center staff member. Cell phones should be placed on silent or turned off. All public use of cell phones should be conducted outside of the Simulation Center.
6. Wi-Fi use on personal computing devices is permitted if it does not interfere with the educational experience of others. Center computers, laptops, and communication devices should only be used for class- related tasks.
7. The Center is not a healthcare center for ill/injured trainees, staff, or educators. Equipment may not be used for clinical diagnosis or treatment.
8. No loitering, running or shouting is allowed in hallways. Please keep voices at a low level and limit unnecessary conversation to minimize disruptions. There may be times when there is a delay in simulation activity (such as when groups are rotating through stations, technical issues). Please bring study materials to review in this event.
9. Hallways should remain clear of equipment.
10. Observation of others' simulation activities is only allowed with prior permission from the instructor. No children or unauthorized persons are allowed in the Center without prior permission from Center faculty or staff.
11. If a course is in session, a red "In Session Do Not Disturb" sign will be visible on the door, and prior permission to enter the room must be obtained from the course facilitators. Do not disrupt an ongoing session unless necessary and knock before entering the room.
12. Lost & Found, ID card issues, and general Center questions can be directed to the Program Coordinator in room 1L-09 (744-3251).

Equipment Care

1. Maintenance agreements and warranties are purchased for simulation equipment. The Simulation Specialist will coordinate annual maintenance or repairs by vendors. No other person should attempt to repair equipment, especially the manikins, since it will void any existing warranties.
2. No ink pens, felt-tipped markers, iodine, betadine, or KY jelly are allowed near the manikins. These items permanently stain task trainer and manikin skins. No makeup or moulage is allowed on the manikins without prior approval.
3. Manikins are to be treated with the same respect as live patients.

After a Simulation Activity

1. Center staff will give the facilitator evaluations to distribute at the end of a session. Evaluations are required by all participants. Participants should be candid on feedback given through written evaluations.
2. The simulation area is to be cleaned and restored to the original setup after each activity. Users should turn off all equipment, computers, and monitors after use, unless otherwise noted on the piece of equipment being used. Staff is available for assistance if needed.
3. When finished a scenario, please return beds to the lowest level with the side rails up and wheels locked. Tray tables will be cleaned and placed near the bed. Any fluids used on manikins and skills trainers should be cleaned using wipes and disinfectant provided by Center staff. Equipment should be returned to its original location. Manikins will be covered neatly with bed linens, just like a real patient.
4. When finished with a skills session, clean the counter tops and/or trays, and anything else you came into

contact with using antiseptic disposable wipes. Please gather disposable supplies and place them on the tables for Center staff to return to the appropriate place.

5. All soiled linens will be placed in hamper in the supply room (1L-27). Clean linens are stored in supply room in gray cabinets. Used linens and towels should be replaced with clean ones.
6. Remove all trash, debris and personal items and place in the appropriate trash receptacles. Large trash cans are available in Brody Commons and in the hallways.

Confidentiality and Video Recording

1. Users will observe strict patient and peer confidentiality about the scenario, team member actions, and the debriefing discussions, at all times. Users are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and any other state and federal laws requiring confidentiality. Students agree to report any violations to their instructor.
2. Video recordings of simulated clinical scenarios may be used as part of the session for participant debriefing and learning purposes. Video recordings are only accessible by the instructor of that particular course. Recordings are not shared or made public in any manner. Instructors cannot view or share sessions recorded by other groups.
3. All video recordings are retained on a secure server, which is protected by the ECU firewall and encryption system. To ensure confidentiality, only Center staff has administrative access to the recording and debriefing system. Center staff will assign users, assist with research, and provide viewing access to specific recordings for instructors.
4. All scenario-related information is confidential. Any inappropriate viewing, discussion, or disclosure of this information is a violation of Center procedures. This includes but is not limited to sharing scenario experiences with fellow learners outside of the simulation session.
5. Scenarios are copyrighted and discussing, recording, reproducing or revealing such information outside of the simulation activity/debriefing is prohibited.
6. The use of cell phones or personal devices to record activities during a simulation session is strictly prohibited
7. All participants are required to complete a confidentiality and photo consent form upon enrollment/hire/simulation participation. This consent allows photos and recordings to be taken in the Center for general, reasonable use by the university and hospital.
8. Written evaluations of simulation activities are requested after each activity. These evaluations do not contain any identifiable information. Participants should be candid on feedback given through written evaluations.

Physical Safety

1. Universal precautions and infection control standards are to be maintained during all experiences according to OSHA regulations. Gloves are to be worn by participants if that is protocol during the patient care or activity being depicted in the simulation. Participants are responsible to notify the educator if they have a latex allergy. Nonlatex gloves are available.
2. All vials and ampules in the Center contain simulated medications and are labeled "Not for clinical use."

Learners should treat simulated medications like real medications. Simulated medications should not be removed from the Center.

3. All live equipment is labeled “Live [equipment name]” and should only be handled by users trained on the live equipment or under the supervision of an experienced user.
4. Users will be instructed in safe patient handling techniques prior to practice and demonstration. Users should use caution when practicing lifting skills and should not lift another individual or manikin without assistance. Step stools are available for items out of reach.
5. Learners shall report any physical limitations to their instructors as soon as possible so that necessary assistance may be rendered. It is the responsibility of the educators to determine whether a learner with physical limitations is capable of safely performing the necessary skills.
6. The wheels of all equipment (beds, wheelchairs, stretchers, etc.) are to be locked during practice and after use. Users will not sit on the beds, stretchers, or wheelchairs unless instructed to do so by the instructor.
7. Any damaged, nonfunctional, or potentially dangerous equipment should be reported to the Center staff. The Center staff will attempt to correct the problem, and if unsuccessful, the problem will be removed from learner activity.
8. A First Aid Kit is available in the supply room 1L-27. It is mounted to the wall immediately inside the doorway on the right.
9. Fire extinguishers and emergency exits are mapped out in the main hallway. In case of fire or fire drill, close all room doors and exit to the front of BSOM through doors marked “EXIT”. Doorways and hallways should remain clear at all times.
10. An Automated External Defibrillator (AED) for emergency human use is located in Room 1L-20 (see hallway sign outside door) mounted on the left wall. All Philips Heartstart MRx and Zoll Monitor/Defibrillators in the Center are live and potentially dangerous. Please use with caution and only if you are trained to use these devices. For emergencies, dial 911 or call Brody Police at 252-744-2246.
11. Accidents and injuries should be reported immediately to faculty or Center staff. If injury is serious or life threatening, seek medical assistance by calling 911 immediately.
 - a. Accident Reports and Forms will be completed per ECU BSOM Protocol: Report the injury to ECU Environmental Health and Safety by calling 328-6166. A detailed list of procedures can be found on ECU’s Office of Environmental Health and Safety Website, which administers the Workers Compensation Program (<http://www.ecu.edu/cs-admin/oehs/ih/WC-Information.cfm>).
 - b. If injury occurs after hours or on a weekend, contact ECU Police at 328-6787. They will notify ECU EH&S Personnel.
 - c. Environmental Health can arrange medical care by making an appointment with the Office of Prospective Health (Life Sciences Building, 1st floor, Room 188).
 - d. For student injuries, the Student Statement of Injury Form must be completed within 72 hours of the accident and sent to Environmental Health and Safety. This form on ECU’s Office of Environmental Health and Safety Website (<http://www.ecu.edu/cs-admin/oehs/ih/WC-Information.cfm>).
12. All sharps and guidewires used at the Center should be disposed of in the approved receptacle (red sharps containers) in each room. No trash should be placed in the sharps containers. If a sharps container is $\frac{3}{4}$ full, please inform your instructor or a Center staff member. Do not reach into the containers.

13. Under no circumstances may sharps or medical supplies be removed from the Center without explicit permission by Center staff.

Psychological and Emotional Safety

1. Every person in the Center should be treated with respect and exhibit professional behavior at all times. Participants are expected to help support and guide their peers in a positive, professional manner. Unprofessional behavior, actions, and/or language including demeaning, mocking or negative verbal, written or body language, about any program participant's actions, thoughts, or behaviors before, during or after a session will not be tolerated. This includes violations of policies including (but not limited to) Code of Conduct, Cultural Competency, Racial Harassment, and Sexual Harassment. Any such inappropriate behaviors will be immediately addressed, reported to the Assistant Dean of Simulation and the participant's supervisor, and may result in the participant being banned from simulation activities.
2. Educators will brief participants prior to the start of a simulation. During this orientation, educators will give participants instructions on how to use the simulators and equipment and review learning objectives.
3. Educators will instruct participants not to discuss the simulation outside of the exercise and maintain confidentiality of the case.
4. Mistakes are expected and provide an invaluable educational opportunity to review behaviors and best practices.
5. If a learner exhibits psychological distress, the learner should be immediately removed from the activity for a one-on-one discussion. The course director (if not present) and Assistant Dean or Medical Director of Simulation should be notified. The learner can be referred to the Student Counseling Center or other appropriate method for seeking psychological treatment.
6. Simulated and standardized patients will be treated with respect at all times.

Check-Out Procedure for Off-Site Use of Equipment

The Simulation Program considers requests by faculty, instructors, and training partners to check out specific equipment, simulators, and supplies for off-site simulation education and non-clinical use. All requests should be sent to the Program Coordinator at least seven (7) days ahead of the planned event to ensure availability. The requester will be allowed to sign out equipment no more than 24 hours prior to the event and must return the equipment within 24 hours of the conclusion of the event, unless the event is on a Friday, then equipment must be returned the next business day. Equipment check out will be done on a first come- first served basis. An Equipment Loan Agreement Form is in the Administrative Office, 1L-09, and must be completed prior to checking out equipment. Center staff have the right to deny any off-site equipment requests based on availability or ability of the user to properly use the equipment. **If the equipment is damaged or soiled upon return, the user is responsible for the cost of repair, cleaning, or replacement.**

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Attestation

By using the Interprofessional Clinical Simulation Center, you are agreeing to the policies and expectations set forth in the Center User Guide. Users will receive a copy of the User Guide annually. Additional updates to this User Guide will be emailed as needed. It is your responsibility to read these updates and adhere to them. If you do not agree to these guidelines or have questions, please contact the Center directly to discuss your concerns. Any user not adhering to these policies may be asked to leave the Center or may not be allowed to schedule future activities within the Center.

Document History

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