

# Center for Clinical Excellence Policy & Procedures/User Agreement

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The policies and procedures for the Center for Clinical Excellence (CCE) have been established for the following purposes:

- To provide a safe, clean and well-maintained environment.
- To protect and maintain costly equipment.
- To provide all users with the best learning environment possible.

## **General Policies**

- The term “student” refers to anyone that is utilizing the facility as a learner or participant in a simulation activity.
- The term “faculty” refers to anyone that is serving in the instructor role.
- No students are to be in the SimSPC hospital without a Sim staff or Faculty member present.
- **No food or drinks are allowed in the Simulation hospital or Computer Lab.** Food and drinks are only allowed in Room 118 (large conference room) and all debrief rooms.
- No smoking inside the building. No smoking within 25 feet of entrances.
- **SPC Uniform** is required for **ALL** activities in the Center for Clinical Excellence. When participating in simulation activities the SPC uniform according to each respective Allied Health program must be worn. **No regular street clothing or regular scrubs are allowed during any activity unless specified by an instructor.**
- **Avoid wearing strong perfumes or body sprays, as these can be irritating to others.**
- All users of the CCE will be expected to always display professional conduct. This includes no use of foul language and/or remarks or behavior that could be considered offensive.
- The CCE attempts to maintain a Latex Free environment; however, it is imperative that anyone with a latex allergy notify the Clinical Center Sim staff and Faculty prior to any activities in the center.
- **No cell phones or other electronic devices are allowed in any room of the CCE unless approved by your instructor. These items must be kept in your backpack and turned off.**
- **NO VIDEOGRAPHY OR PHOTOGRAPHY USING PERSONAL SMARTPHONES IS ALLOWED IN ANY AREA OF THE CCE.**
- No equipment, computers or supplies may be removed from the CCE without prior consent from the CCE Sim staff.
- Any damage to equipment or supplies should be reported immediately to CCE Sim staff.
- Any malfunction of the simulation manikins must be reported immediately to the CCE Sim staff
- Any malfunction of computers should be reported immediately to the CCE Sim staff.
- Students must abide by all SPC Computer use policies.

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## Confidentiality

- All students must sign a User Agreement prior to taking part in any simulation activity.
- If confidentiality is breached, it will be an infraction of the Honesty Policy and may be grounds for dismissal from the program.
- If a member of an outside agency breaches confidentiality, CCE privileges may be revoked for the individual and/or agency.

## Scheduling

- Students may schedule Skills Practice through the CCE page on the SPC website by scrolling to the bottom of the page and click on the 'Book Skills Practice' tab.
- CCE hours of operation are 8am-4pm Monday through Friday during the Fall and Spring semesters. Summer hours are 8am-4pm Monday through Thursday and 8am-3pm on Fridays.

## Visitors/Tours

There will be visitors and/or tours of the CCE on occasion. They may be observing students during simulations from a monitor. They will not interfere with your simulation.

## Remediation

Occasionally a student may be required to remediate skills that they have previously learned. The instructor will present the RX for Remediation form to the student and send them to the CCE. The student must bring the form to the Sim staff when they arrive at the CCE and submit the completed form to their instructor after the remediation is completed.

Center for Clinical Excellence 716-2922

Nursing Learning Resources Lab 716-2393

## Use and Maintenance of Equipment & Supplies

- All users of the CCE must be oriented to the equipment and use of supplies. **DO NOT** attempt to operate any piece of equipment that you have not been trained to use. Review any instructional videos as needed.
- **All students are expected to view the orientation videos for the simulators and all equipment prior to their simulations.** These videos are available on the CCE website.
- All students will be given a "hands on" orientation to the simulators prior to use.
- All equipment is actual medical equipment that is used in the hospital setting. It is very expensive to maintain and replace if broken. Handle with care!
- If any equipment is not functioning as it should, notify the CCE Sim staff immediately.

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- It is the intent of the CCE to use new medical supplies to simulate the actual hospital environment. All supplies will be new or in new condition. Obtain only those supplies needed for the procedure and open only those supplies needed.
- The manikins are simulating actual patients so treat them as you would a live person. This includes:
  - a. Wash hands prior to touching them
  - b. Do not expose them unnecessarily
  - c. Speak to them to explain what you are doing, they will respond to you
  - d. Make sure their bed linens are straightened when you leave them
- Two-man transfers are required for all adult manikins. Utilize transfer equipment as you would for a live patient.
- **No ink pens, sharpies, betadine, or newsprint are allowed near the manikins. It will not wash off.**

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## **User Agreement**

I acknowledge that I have read the policies and procedures for the Center for Clinical Excellence (CCE) and agree to abide by all policies and procedures as outlined. I understand if I fail to observe and follow the stated policies I may be asked to leave the facility.

## **Confidentiality Agreement**

As a participant of the CCE, I understand that I must uphold the integrity of the simulation experience. This includes:

- Upholding the requirements of HIPAA.
- The performance of fellow students in the scenario will only be discussed during debrief under instructor supervision.
- The content of scenarios will be kept confidential to maintain the integrity of the learning experience.
- Reporting all breaches of confidentiality to the CCE Sim staff and/or Faculty member. A breach of HIPAA/confidentiality may result in dismissal from your SPC program.

## **Consent for Photo & Audio- Video Recording**

All simulation activities will be recorded for debriefing purposes. Debriefing videos are used for educational purposes and may be viewed by instructors and/or students immediately following a simulation. Simulations may or may not be saved to a secure server at the discretion of the CCE Staff or Faculty course leader. Photographs may be taken of any activity in the CCE. These photographs may be used for the website and/or promotional purposes.

I understand that I will be videotaped every time I am participating in a simulation activity. I understand that I may be photographed at any time I am in the CCE. I understand that these photographs may be used for promotional purposes. I understand I will not be compensated in any way for the use of my image.

**Student/Participant (Print Name):** \_\_\_\_\_

**Student/Participant (Signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_