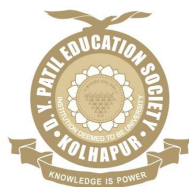




SIMULATION AND SKILLS CENTRE POLICY

**Dr. D. Y. PATIL MEDICAL COLLEGE HOSPITAL
AND RESEARCH INSTITUTE**



**D. Y. PATIL EDUCATION SOCIETY,
KOLHAPUR**
(INSTITUTION DEEMED TO BE UNIVERSITY)

POLICY MANUAL

SIMULATION AND SKILLS CENTER

Introduction

The goal of the Simulation and Skills Center (SSC) is to provide a safe learning experience that promotes successful understanding in all aspects of health care education and prioritizing the patient safety above all during patient care.

The SSC faculty and administration are here to make the student's clinical experience educational and enlightening and to serve in the best interest of the student and organization. Surgical Simulators Diagnostic Simulations and workshops with case scenarios are designed to help the student develop problem-solving and decision-making skills. The SSC will attempt to include all environmental factors to make the students' learning experience realistic and authentic. For enhanced learning, all students and Faculty are expected to come to the lab prepared. The faculty will provide students with positive feedback and debriefing of their performance, while students will self-analyze their performance and use critical thinking during the reflection process.

The following guidelines maintain safety while using the SSC. It is expected that all involved in classrooms, clinical skills and simulation activities will adhere to these guidelines. The Simulation Administrator will update the contents of this manual as needed. All students, staff and faculty will be advised of these revisions.

General information

The SSC is in 'A' wing of Dr. D. Y. Patil Medical College Hospital and Research Institute located on the ground floor. The SSC is spread over 10000 sq ft area with 5 segments. Skills area, Anatomage Area, Ultrasound interventional and diagnostic Area (Vimedix and Bluephantom), Surgical Simulation Area (EndoVR, LaproVR) and Patient simulation Area with two debriefing rooms and three high fidelity simulators (Apollo, Lucina and Luna). The SSC simulates a hospital setting that is fully equipped to practice all clinical skills. The SSC is also equipped with six computers and ten TV monitors for students to view a variety of media. All skill lab rooms are fully equipped to practice all clinical skills.

The SSC schedule will be posted by the administrative staff. You can view the centers schedule on the website. Students needing extra practice in the Sim Lab, may sign up for "open lab" dates and times recommended by the SSC Administrator. Any student wishing to makeup days in the Sim Center must notify their HOD and HOU first, who

will then contact the SSC Administrator. The SSC is not intended to be used as a replacement for any clinical rotation.

SIMULATION

What is Simulation?

Simulation is an attempt at replicating reality. In healthcare education, simulation tries to replicate some or nearly all of the essential aspects of a clinical situation so that the situation may be more readily understood and managed when it occurs for real in clinical practice. The simulation lab environment allows students to participate in life-like situations. Simulation can also be used as a teaching method to help assess a student's skill acquisition. Simulating real-life experiences for students in a safe environment is conducive for developing critical thinking, clinical reasoning, and clinical judgment skills. Practicing in such an environment will increase the probability that those skills will be used in the real-world setting.

Simulation Scenarios

Simulating case scenarios in the SSC involves active contribution from all students. All students and faculty will follow the simulation center rules (see attached). Manikins are to be used with respect and treated as if they were live patients. The simulation lab is a learning environment. Students engaged in simulated scenarios should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the actions of fellow students should take place outside of the lab. A debriefing session will be provided for all simulation experiences. After the debriefing session, the student should fill out an evaluation form to give them the opportunity to reflect on the situation and to provide constructive criticism for further enhancement of the simulation.

What is Debriefing?

The debriefing session involves the immediate feedback and a reflective critical thinking analysis and communication tool for participants of the simulation exercise. The purpose of the debriefing assessment provides an intense post conference and active evaluation process driven by instructors and peers. The focus of the debriefing should be on positive aspects and should allow the student to answer critical thinking questions.

GENERAL SSC GUIDELINES

Conduct/Behavior

1. All users of the centers space must behave in a manner that does not disrupt the academic activities taking place in the SSC.
2. No SSC user shall violate upon the privacy, rights, privileges, health, or safety of other users.
3. All faculty, staff and students must complete the SSC orientation prior to using the equipment.
4. No eating or drinking is allowed in the SSC.
5. Use of the computers is restricted to assigned classroom work and not for personal use.
6. Do not use the equipment for any purpose other than specified; anyone who fails to comply with this request will be asked to leave the center.
7. Any equipment malfunction or abuse must be reported to the lab coordinator immediately.
8. Adherence to the dress code is expected. One must be in uniform or wearing a lab coat to participate in any activity in the center.
9. All beds should be lowered to the ground with the bed rails down after each use. Linens should be properly placed back on the manikin after each use as if caring for a real patient.
10. Do not remove the manikin from the bed unless instructed to do so.
11. Smoking is prohibited in the SSC.
12. All electronics including cell phones, cameras, camera phones, and video recorders are prohibited during workshops unless instructed upon by the faculty or simulation staff.
13. Standardized patient will be treated with all courtesy and respect due to teaching faculty.

Confidentiality

In order to preserve the realism of the scenarios used in the SSC and to provide an equitable learning experience for each student, all persons using the SSC will be required to sign a confidentiality agreement (see attached copy of confidentiality agreement).

Because every simulation has the possibility of being recorded, manikin accessibility will be treated like a real patient. Students are expected to uphold all requirements of the laws and ethics requiring confidentiality. Students agree to report any violations to the faculty or SSC staff.

Dress Code

Students participating in the SSC will adhere to the same clinical dress code as they would for their respective discipline. Students performing mandatory clinical skills in the SSC are expected to come prepared with proper clinical attire, stethoscope, and a watch with a second hand. Students performing make-up work must also wear clinical attire.

Cardio-Pulmonary Resuscitation (CPR)

All students and faculty must have successfully passed a CPR for Healthcare Provider class prior to any lab activity. Students and faculty may schedule for a class through the SSC Coordinator.

Equipment Use

1. All students and faculty wanting to use the lab must have proper orientation to the equipment.
2. The doors of the lab will be locked at all times.
3. Any student wishing to use the lab must notify the Sim Coordinator and sign in on the attendance book.
4. When working with the manikins, students must wash their hands and wear gloves.
5. Supplies and equipment must not be taken out of the lab unless requested by an instructor.
6. Equipment should be disposed of appropriately. (sharp's containers, biohazard trash containers)
7. Computers and video equipment are for class purposes only.
8. Students will have proper orientation to the crash cart and the defibrillator.

Communication

All telephones and computers in the lab are to be used for lab purposes only. All electronics are prohibited during any lab experiences. All classes in the SSC will be scheduled with the Sim Coordinator with prior notice.

Inventory & Supplies

Supplies needed for each simulation will be provided. Personal clinical supplies such as stethoscope, penlight, and calculator are the responsibility of the student and will not be provided. When supplies are running low, the SSC will arrange them. All supplies should be returned to the same cabinet in which they were found. Unless soiled, all linens should be refolded and placed back in the cabinet. All soiled linens should be placed in the linen hamper for cleaning. Many supplies are reusable and should be restocked when not being used. Needles/sharps are to never be reused under any circumstance and should be disposed of in the sharps containers. Many supplies will

have expiration dates and are intended for practice, but all students should check for expiration dates on their supplies.

Clean-Up

The SSC Staff is accountable for clean up after the use of the center. The center should be left in the manner in which it was found, so that the following class may enjoy the lab experience. Beds should be remade and left in the lowest position with the bed rails down. Manikins are to be left in the bed or on chairs unless working on a skills assignment (i.e. lifting, moving, etc.). Curtains should be placed back up against the wall and bedside tables are to be placed at the foot of the bed. Any bedpans, urinals, or basins need to be washed, dried and placed in the bedside drawers. When leaving, the lab needs to be locked with the lights, computers and ACs turned off.

The manikins and the task trainers in the skills lab are to be cleaned with mild soap and water and then rinsed and air dried after use. These manikins are also to be left in the bed. All injection pads need to be squeezed of any fluid and left to dry. Any spray used for lubrication of the manikins needs to be used sparingly.

Media: Videos, CD's, and DVD's

The SSC has the capability of displaying a variety of media. The SSC has multiple cameras and microphones set up in the room, which can record any activity in the room. The recording equipment should not be used unless proper training has been provided. All recordings will be saved in the cloud. Recordings in the SSC are for educational purposes and debriefing opportunities with the appropriate faculty, staff and students. Access to these recordings will be provided with prior approval only and on the SSC premises only. The confidentiality agreement signed by students protects privacy and discourages inappropriate discussion of video contents or student's performance in the simulation scenarios. ***Any viewing or publication outside of the classroom, such as posting on YouTube, is unacceptable and unethical and will result in disciplinary action from the individuals program.*** Students and faculty should conduct themselves professionally as in the clinical setting since all interactions can be recorded.

Faculty Preparation before Scenario Simulation

It is expected that the faculty will review the scenarios thoroughly prior to class and work with the lab coordinator to obtain props and equipment. Faculty must schedule time with the lab coordinator a week prior to running through any new scenario being presented. Practicing scenarios is very important prior to presenting because it allows the instructor's time to become familiar with the equipment being used, the scenario itself, learning objectives, and any discussion questions for debriefing.

SAFETY GUIDELINES

Infection Control

Participants in simulated scenarios need to be mindful of all standard precautions and transmission specific precautions (contact, droplet, airborne). Any piece of equipment that comes in contact with simulated patient body fluids are considered contaminated and need to be handled appropriately. Gloves will be worn with all manikin interaction and non-sterile gloves should be disposed of in non-biohazard trash cans. If a sharps container is full, please inform the lab coordinator so that it may be replaced.

Latex Warning

Students and faculty need to know that some of the equipment in the SSC contains latex. Those with a known sensitivity/allergy to latex need to contact the lab coordinator. Every effort will be made to replace equipment with latex-free substitutions. All users who suffer from latex allergies should take precautions while using or handling the latex parts by wearing non-latex gloves.

“Clean” Needle Stick Guidelines

In accordance with the University guidelines all sharps are to be handled safely and disposed of properly. In the event of a “clean” needle stick, the lab faculty should be notified immediately, so first aid can be provided. The lab coordinator should be notified so that an incident report form can be filled out and reported to Public Safety. Complications from a “clean” needle stick may include: tenderness, minor bleeding or bruising, and infection.

Security and Emergencies

All faculty members and SSC Staff are to ensure that lab rooms are secure and safe when using the rooms. Doors should be locked at all times. It is the responsibility of the faculty and students to be aware of the location of emergency exits fire extinguishers and its use. In case of a fire, all persons are expected to evacuate the building and security needs to be notified immediately. Fire extinguishers are located throughout each hallway and rooms.

Physical Safety

All students should be instructed on safe handling techniques prior to practice and demonstration. Any person should use caution when practicing lifting skills and should not lift a manikin or heavy object without assistance. The wheels of all equipment (beds, wheelchairs, stretchers, etc.) are to be locked during practice and after use. There should be no running in the halls, and any accident or injury needs to be reported immediately to SSC staff. The lab coordinator will complete all incident reports.

References

Clinical Simulation Center of Las Vegas: Learner Policies & Procedures Guidelines

www.csclv.nevada.edu

Clinical Simulation Laboratory Policies and Guidelines

www.uncwil.edu/simlab

Policy and Procedure Manual: Nursing skill and Simulation Laboratory Union County
College Practical Nursing Program.

www.ucc.edu

CAE Healthcare simulation

www.caehealthcare.com

SSC

CONFIDENTIALITY AGREEMENT

As a benefactor of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the University laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

- All patient information is confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of university policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard, or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of hospital policy and university laws.
- The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The student running the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulation manikins are to be used with respect and be treated as if they were live patients.
- No Betadine, no ink pens (near the manikin).

Signature: _____

Name: _____

Date: _____

Course of Study: _____



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