Clinical Simulation & Learning Center (CSLC) Policies & Procedures Manual
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General Information

Contact Information: University of Kentucky
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Website: http://www.uky.edu/nursing/

Business Hours: Clinical Simulation & Learning Center Office Hours:
Monday – Friday: 8:00am – 5:00pm
Saturday – Sunday: CLOSED
Mission, Vision, & Goals

Mission:
It is our mission to educate and facilitate patient care concepts in a simulated environment that promotes knowledge development, patient safety, skills application, clinical reasoning, and evaluation.

The mission of the UK CSLC demonstrates the UK College of Nursing core values by "promoting health and well-being through excellence in nursing education, research, practice and service while fostering diversity and inclusivity" in a simulation environment.

Through simulation the CSLC seeks to promote excellence and growth of the undergraduate and graduate programs. Simulation promotes a “unique and innovative contribution” to healthcare utilizing current knowledge and evidence-based practice to guide the basis of the scenarios. Students are able demonstrate collaboration that is open and respectful utilizing effective teamwork in various diverse learning environments, such as acute care, critical care, pediatrics, obstetrics, and public health areas of practice. Through simulation students are given the opportunity to demonstrate and strengthen nursing leadership qualities, including communication, delegation, prioritization, safety and professionalism to promote and enhance patient healthcare outcomes.

The CSLC seeks to assist the CON in being “one of the nation’s top nursing programs in education, research, practice, and service.”

Vision:
It is our vision to use simulation, innovation, and research to enhance education relative to patient care and promote safety.

Goals:
• Evaluate simulation education
• Increase student ability to function in a team.
• Enhance the student functioning as a professional.
• Create a safe learning environment.
• Measure the effect of simulation on patient care.
• Evaluate student competency.
Organizational Chart

The University of Kentucky College of Nursing Clinical Simulation and Learning Center (CSLC) is organized and structured inside the College of Nursing under the Executive vice Dean of Academic Affairs and Partnerships. The Director of the CLSC directly reports to the Executive vice Dean of Academic Affairs and Partnerships. All other faculty and staff of the CSLC report to the CSLC director.
Clinical Simulation and Learning Center Structure

Executive Vice Dean of Academic Affairs and Partnerships

Director

Simulation Assistant

Simulation Specialist

Simulation Specialist

Simulation Technology Instructional Specialist
Program Oversight

The CSLC Director maintains high level oversight of both the daily academic and operational concerns. This includes resource and personnel assignment. CSLC faculty facilitates and evaluates each simulation event. The Simulation Technology Instructional Specialist handles the operational side with managing simulation schedule and student conflicts as well as maintenance of equipment and manikins. The Lab Assistant ensures that all supplies, equipment, paperwork, and moulage needed are both available and ready to use in each simulation room that has an event scheduled.

CSLC faculty and staff are kept up to date on simulation activities and operations by using Booked scheduling software, white board in director's office, and reviewing schedule for the following week on Friday. Links to scheduling information can be found on the CSLC simulation dashboard. The faculty and staff of the CSLC also have a staff meeting twice a semester and as needed.
General Guidelines for Simulation

- No student may sign up for a simulation time that will require them to miss any academic obligations.

- Simulation attire will follow the CON clinical dress code.

- All activities in the CON Clinical Simulation and Learning Center are considered confidential.

- Any breaks in confidentiality will be considered a HIPPA violation.

- Any student questions about simulation scheduling will be directed to Greg Williams at Gregory.Williams@uky.edu

- All simulated patient encounters should be treated with the same professionalism as clinical patient encounters.

- Tardiness or leaving early may be considered as an absence.
Simulation Experience

At the University of Kentucky Clinical Simulation and Learning Center (CSLC) simulation experiences follow the International Nursing Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice: Simulation.

Simulations are a life-like situation that uses manikins, standardized patients, or computer generated scenarios that focus on psychomotor skills, problem solving, and clinical reasoning (Jeffries, 2005). Each simulation experience has time allotted for briefing, clinical scenario, and debriefing. Each simulated clinical experience is facilitated by a simulation faculty member with expertise and training in simulation pedagogy.

Simulation in healthcare is a set of activities that improve the safety, effectiveness, and efficiency of healthcare services. Simulation education is a bridge between classroom learning and real-life clinical experiences.

In this professional environment all users (students, staff, faculty, etc.) must abide by the privacy, privileges, health, and safety of everyone in their surroundings.

With the CSLC being a professional environment all simulation faculty, staff, and students must wear appropriate attire and have identification badges. See University of Kentucky College of Nursing Undergraduate Student Handbook for details.

In addition to the CLSC policies and procedures, students must follow the Undergraduate Student and Graduate Student handbooks.
Simulation Process

Simulation provides opportunities for students and other learners to improve their patient care and safety. The CSLC follows clinical policy and procedures of the University of Kentucky Healthcare. The users of the CSLC should also respect the rights of privacy, health, and safety of others in the environment.

Prebriefing:
Prebriefing sets the stage of the simulated clinical experience. This provides the opportunity for an orientation to simulation setting, manikin, roles, and specifics of the scenario. Students are given time to ask questions and get clarification on any aspect of the environment or the scenario.

Debriefing:
Debriefing allows time for reflection which is the essential component of the simulated clinical experience. All debriefing is conducted by faculty that has observed the simulated clinical experience and is competent in the debriefing process. Debriefing occurs in the simulation room with chairs provided for student comfort so that it is more conducive to learning. The debrief facilitation is guided by the simulation scenario objectives. The debriefing framework used is guided reflection.

Evaluation:
All simulated clinical experiences are evaluated by the learner. This evaluation is used for quality improvement and curricular changes as needed. In addition formative evaluation is done for all undergraduate simulated clinical experiences using the Simulation Rubric based on the program learning outcomes. Graduate student evaluation in simulation is done using Objective Structured Clinical Exam (OSCE).
Prioritization

Spaces being scheduled for students enrolled in the College of Nursing receive priority. The deadline for scheduling by CON courses for the Fall semester is June 1 and the Spring semester is November 15. Specifically, undergraduate and graduate courses that require a lab component have priority scheduling of the CSLC classrooms. After the scheduling deadline has passed, entities outside of the CON may schedule events.

CSLC Scheduling Prioritization Hierarchy:
1. NUR 201, 211, 221, 923
2. Simulation
3. College of Nursing Faculty and Staff
4. CE (evenings and summers)
5. UK Healthcare
6. outside Groups
Simulation Equipment & Environment

In the CSLC there are features such as, but not limited to, high & low fidelity manikins that are specifically designed to assist students and learners in applying skills and knowledge needed for healthcare providers. The CSLC also has simulated hospital rooms, exam rooms, and other treatment areas. These areas are designed to provide students with realistic learning activities and situations. The CSLC is 10,000 square feet with 1,700 square feet dedicated to simulation.

Information technology and audiovisual equipment such as multiple in-room cameras and microphones, editing software, and video monitoring allow facilitators to view and manage simulation software outside of the simulation room.

The CSLC has many different types of manikins which include low fidelity (task trainers), moderate fidelity, and high fidelity

**High-Fidelity Simulators:** 3 adult, 2 obstetric, 2 adolescent, 1 infant, 1 newborn.

**Equipment:** 13 motion-recorded cameras, 29 computers with access to SCM training, Pyxis Unit, Hill-Rom Nurse Call, specialized task trainer mannequins.

**Replicas:** adult acute care, intensive care, and neonatal intensive care hospital rooms including: functional flowmeters, suction units, IV equipment, state of the art hospital beds, patient lifts, vital monitors, flat screen TVs, etc.

**General Care & Maintenance:**
To maintain proper function of the manikins and equipment there are certain procedures to follow:

**Manikin Care:**
- Do not mark on manikins with writing instruments (ex. Sharpie, pen, pencil, etc.)
- Do not poke manikins with sharp objects to prevent marking or tears of the skin. The manikins have designated areas that can be used to injections if needed.
- To prevent staining of the manikin, apply a small amount of baby powder.
- If staining occurs, use mild soap, warm water, and a soft cloth to gently rub areas.
- Before insertion of chest tubes, urinary catheters and, airway tubes be sure to lubricate that path of the tubes.
- If simulation manikin is in the bed, no individuals are to bed in the bed.
- Use good judgement when moving the manikins – they can be heavy!
- Manikins are not to be moved unless done so by trained personnel.
- Cleaning of the manikin is based on the usage (typically cleaned after each use).

**Supplies & Inventory:**
The CSLC is responsible for ordering supplies & equipment that will be needed. There are designated areas of storage for those items. The lab assistant is responsible for these tasks. All equipment and supply requests should be sent to consim@uky.edu and a member of the CLSC faculty or staff will communicate availability and/or confirmation.
It is up to all staff and students to make sure the equipment is properly taken care of. All unused supplies and equipment should be returned to the proper storage area when not in use. All used supplies should be disposed in the proper waste containers.

**Storage areas are to only be accessed by staff, faculty, and course instructors unless permission is granted.**

All simulated medications are labeled for simulation use only and not for human use.
Clinical Simulation & Learning Center Layout
Physical and Psychological Safety

In the event that a participant or visitor is experiencing undo stress, anxiety, or emotional distress, a member of the CSLC faculty or staff will intervene to assist the participant in reaching the appropriate campus service. If this occurs during a simulated clinical experience the facilitator will notify an available CSLC faculty, staff, course coordinator, or the appropriate Director.

**Campus Resources:**
- Crisis Hotline: (859) 257-3815
- Counseling Center: (859) 257-8701
- UK Police Dispatch: (859) 257-1616

To ensure psychological safety during simulated clinical experiences an orientation will be conducted during the prebrief. Find Room Orientation at \ukhcd\dept\College of Nursing\simulation\Room Orientation Checklist.docx.

The safety precautions enforced in the CSLC and other clinical settings follow the Undergraduate Student and Graduate Student handbooks and include the Student Health Emergencies and Immunization Requirements.

To enter the CSLC you must have badge access. Only College of Nursing faculty, staff, students, and those designated by the CSLC director have access to enter the center. Friends of nursing students are welcome if the nursing student is present and it is after business hours. Friends are not permitted in the center for events such as First Aid Friday study sessions.

Good body mechanics are imperative when dealing with heavier equipment. Individuals within the center are trained to move the heavy equipment and manikins.

In all simulation rooms and competency rooms sharps containers are available for use. Sharps are to be disposed into the red sharps containers (colors may vary). Once the sharps container is full it is removed and replaced with a new container. A pickup is scheduled with house-keeping to dispose of the full containers.

All heavy foot traffic areas are to be free of clutter to prevent the risk of falling. This includes electrical wires, chairs, personal property such as book bags, handbags, and nursing student packs.

If an accident occurs it is to be immediately reported to the CSLC Director.
Confidentiality

All educational activities in the CSLC are considered clinical experiences and are subject to the same behavior standards and confidentiality. As such students are not permitted to share details of the simulation experience with those who have not participated in the scenario.

Each student is required to abide by the Undergraduate Student or Graduate Student handbook which includes the Behavioral Standards in Patient Care, Health Care Colleges Code of Student Professional Conduct, and University Health Insurance Portability and Accountability Act (HIPPA) form.
Photography and Video Recording Use Policy

In the CSLC all simulation and competency rooms are equipped with motion activated video recorders and microphones along with signs indicating there is video monitoring in use.

Photography and digital recordings outside of College of Nursing faculty and staff are PROHIBITED during any simulation experience without proper consent of the CSLC Director or designee.

In the CSLC video recordings are kept for approximately 14 days. If for any reason a video needs to be reviewed the film will be pulled from the hard drive. After the 14 day time window the film will be discarded.

All students sign consent for photography and videography upon entering the program.
Complaint Management

All complaints should be directed to the CLSC Director for resolution. If the complaint cannot be resolved by the CSLC Director it was be forwarded to the CSLC Advisory Council.

The process for Undergraduate and Graduate nursing student complaints is addressed in the Undergraduate Student and Graduate Student handbooks.
Quality Improvement

The quality improvement process in the CSLC includes review of participant evaluations once a year and as needed. The review includes evaluation of simulation scenario, facilitator/debriefing, and items for curriculum improvement.

Curriculum changes are done with the input from the specific program committee and the CSLC Advisory Council.