

Faculty Skills and Simulation Lab Use Guidelines

Scheduling & making a reservation

1. Scheduling is done on a first-come, first-serve basis (to avoid scheduling conflicts) and any of the rooms upstairs is automatically booked when the SIM Lab is booked since they are on LAN with our SIM Lab unless faculty indicate they do not need any of the rooms upstairs.
2. A "Use of SIM Lab" form is available to fill out and must be received two (2) weeks prior to the scheduled activity.
3. Faculty cannot use the SIM Lab for purposes other than high – fidelity simulations.
4. When scheduling requests are made, faculty must indicate:
 - Need for assistance by coordinator
 - Specific requests – set up or for supplies
 - Copy of scenario (optional)
5. Any changes to planned Lab activities should be submitted in writing to the Lab coordinator via email.
6. Faculty wishing to reserve space outside their regularly scheduled class must contact the Lab coordinator to determine if there is a space available to host the requested activity.

Faculty Preparedness for Simulation

1. Faculty are expected to prepare their own scenario for simulation.
2. Faculty may ask for assistance from the Simulation Lab coordinator prior to the event.
3. Scenario writing. Faculty must write their own scenarios. Faculty may seek assistance from the Simulation Lab coordinator if they are unsure how to write scenarios for simulation.
4. Technology. If faculty are unsure how to use technology (monitors, debriefing videos, etc.) for the Simulation Lab, it is expected they seek assistance from the Simulation Lab coordinator or from school IT personnel.
5. Equipment. Faculty should not use betadine, markers or pens on mannequins. Use only silicone oil provided as lubricant.
6. Faculty are expected to set up and tear down for the simulation experience on the day of the event (except for extended activities).
7. Faculty must make requests for equipment not available in the Simulation or Skills Lab at least two (2) weeks prior to the event.
8. Faculty may request and use of the assistance of the Simulation Lab coordinator for set up and tear down during normal office hours (8 am – 5 pm).
9. Set up and tear down assistance may be requested outside of normal office hours if planned and informed in advance.

Facilitation

1. Faculty are expected to facilitate their own simulation (pre-briefing, simulation, briefing), although assistance may be requested from the Simulation Lab coordinator.
2. Faculty are expected to orient students to the simulation mannequin and room to prepare them for the simulation. Although faculty can choose to have the Simulation Lab coordinator to do it for them.
3. Faculty are expected to notify students of concepts/objectives that should be met or will be reviewed during simulation.

Student Evaluation / Assessment

1. Faculty are expected to continually assess students for professionalism regardless of the purpose of the evaluation.
2. Faculty should inform students of simulation experience requirements and if they will be evaluated and assessed on certain skills, knowledge and competencies.

Video Recording / Playback

1. Faculty should inform students they will be videotaped at all times.
2. Faculty must obtain written consent from all students participating in simulation video if this is to be used outside of current class.

Professionalism

1. Faculty should make sure that students act in a professional manner at all times while in simulation or the debriefing room for pre-briefing, monitoring, debriefing, or playback.
2. Faculty may allow students to view other simulations from the debriefing room. However, this viewing should not occur when students are assessed or evaluated for competency especially on individualized basis.
3. Faculty should make sure students viewing the simulation should remain professional at all times and not make comments regarding the students completing the simulation experience.
4. Faculty have the right to record simulations for playback:
 - Faculty may use playback for debriefing purposes in group situations.
 - Faculty may use playback for one-on-one student discussion when used for assessment/evaluation of individual students.
5. Faculty are to ask permission and obtain waivers from participating students for playback outside of the class in which it was conducted.

Mannequin Use and Simulation Lab Conduct

1. Faculty should not use betadine, markers, or pens on mannequins. Use only the provided silicone oil as lubricant.
2. Faculty should make sure students act as if they are in real patient situation keeping in mind safety and infection regulations.
3. Faculty should make sure that students are to remain confidential and professional regarding the performance of other students during and after simulation experiences.
4. Faculty should make sure that students come prepared for simulation including having the necessary materials (i.e., Stethoscope).
5. Faculty should make sure there is no food or drink allowed in the simulation lab except for prop purposes.
6. Faculty should remind students that cell phones are not to be used during your simulation day and should be off or silenced.
7. Faculty have the right to remove students from simulation experiences if conduct is violated.

Confidentiality

1. All simulation day information is considered confidential and should not be discussed outside of the Nursing Simulation Lab.
2. All participants in the simulation scenarios are to be treated professionally. No student performance information may be discussed outside Nursing Simulation Lab.

Student evaluations

1. Faculty should ask students to complete an anonymous survey after each simulation day.
2. Faculty should use student feedback to identify areas of opportunity and potential improvement in the simulation program.