

## **SIMULATION CENTER GUIDELINES**

### **Learner Specific:**

1. All learners will participate in orientation to the lab as appropriate for each specific course requiring simulations or rooms within the simulation lab.
2. Learners will wear their Moravian name tag while in the skills lab and during simulations. Specific dress requirements will be followed per course or clinical instructor.
3. In the event of a needle or infectivity with contaminated materials, the learner will wash the affected area immediately with soap and water and report the incident to the clinical faculty and/or lab coordinator/staff. Lab personnel or course faculty will complete an Incident report.
4. Discard all sharps, needles, and syringes in a red sharps box as directed by the simulation staff. Needles and syringes are not to be discarded in trash containers. All sharps, syringes, and needles are to remain in the clinical practice areas and are not to be removed.
5. Learners are responsible for their personal belongings. Belongings may be stored in designated areas provided in the skills lab. The University will not be responsible for any lost or stolen items.
6. Any items left in the skills lab, simulation rooms, exam rooms, and/or debrief room will be placed in the Lost & Found area at the information desk in the HUB.
7. Cell phones **are not allowed** in the learning lab or simulation labs. If individual emergencies occur, the course/clinical instructor must be informed.
8. If a latex allergy exists or is suspected, please notify your clinical instructor and lab coordinator prior to learning lab or simulation labs' activities.
9. Learners will adhere to the Simulation Lab Contract and Moravian's Professional Code of Conduct while in simulation labs.

### Lab Specific:

1. Absolutely no drinks/food are allowed in the skills lab, simulation lab, and/or exam rooms.
2. All persons using the skills lab and simulation labs will clean the areas used, return portable equipment, return all chairs, and over-bed tables to the proper place before leaving the labs or exam rooms. All bed linens should be straightened (or changed), and manikins placed in proper alignment in bed. Beds should be returned to the lowest position and upper side rails raised prior to leaving labs.
3. All supplies and equipment will be returned to their proper places and positions (ask lab personnel for assistance if needed).
4. All spills are to be cleaned up immediately.
5. All trash, waste, and linens should be properly cleaned up after use and placed in the designated containers.
6. Report any incidents or equipment malfunctions to the lab coordinator/staff. If they are not immediately available, notify the course instructor/clinical instructor and leave a **detailed note** on the broken equipment stating what is wrong.
7. Each scenario or clinical experience will require special instructions/learning resources and sometimes secure information. These instructions and/or information will be shared with learners on a case-by-case basis. Learners will be asked to follow instructions as directed by the course or clinical instructor and/or lab coordinator/staff.
8. Learners who violate the simulation guidelines or are not prepared for simulation will be asked to leave and required to make up the day per the clinical absence policy (Course Syllabus and Nursing Student Handbook).

**All participants will:**

1. Wash hands with soap and water before touching manikins to remove stains, oils, or ink.
2. Follow standard precautions during simulation and adhere to clinical guidelines.
3. Wear only clear gloves; no colored sterile or non-sterile gloves will be worn when working with manikins.
4. Do not use betadine, ink pens, crayons, Sharpies, or markers when working with or near manikins.
5. Do not enter learning labs or simulation labs without a faculty or lab staff member present.
6. Do not take photos or use recording devices of any kind to record manikins/lab equipment, supplies, or exam rooms without the consent of the lab coordinator/staff.
7. Do not place any oral simulated medications or any other liquids into the orifices of the manikins or Standardized Patients without consent of simulation staff.
8. Refrain from removing IV catheters or other devices from manikins unless instructed by the simulation staff/clinical instructors.

**\*\*Do not share simulation scenario details and activities with learners who have not participated in the learning experience.**

**Expectations of Faculty/Instructors:**

1. Schedule all simulations using 25Live simulation room scheduling. Simulations will not be scheduled unless the scheduling system is completed. Scheduling is based on the availability of labs/exam rooms and simulation staff. At least 2 weeks' notice should be given prior to the tentative simulation date.
2. Meet with simulation staff to discuss the objectives and expectations for each simulation case prior to the simulation dates.
3. Inform students of the expectations prior to the simulation experiences (dress code, assignments, arrival times, pre-brief, and required preparation).
4. Arrive at least 30 minutes prior to the scheduled simulation start time.
5. Instructors need to be present throughout the simulation and, if needed, facilitate a post-conference debriefing with the simulation staff.
6. Assist in setting up the room and returning it to its original condition prior to leaving.

## **Confidentiality Statements**

To preserve the realism of scenarios used in the simulation center and to provide an equitable learning experience for each learner, all persons using the simulation lab will be required to sign a consent form. In addition, simulations may be recorded for debriefing or grading purposes, and students' informed consent is established by enrollment in Moravian University's nursing courses.

**Cancellations:** If a scheduled simulation time needs to be canceled, please notify the lab team via email ([simulationlab@moravian.edu](mailto:simulationlab@moravian.edu)) as soon as possible. Cancellations should be made at least 24 hours before the scheduled time.