Simulation Program Operating Policy and Procedure Manual

SIM OP: 90.000 Table of Contents

PURPOSE: This TTUHSC Simulation Program policy is to ensure the Simulation Program Operating Policy and Procedure Manual contains a table of contents.

REVIEW: The Simulation Program OP will be reviewed September 1 of each even-numbered year by the Executive Director of the Centers.

POLICY/PROCEDURE

1.0 Policy

The Simulation Program Operating Policy and Procedure Manual is provided on-line only and is available on the simulation website (link: http://www.ttuhsc.edu/simulation/operating-policies.aspx). Each policy is listed as a link on the website, so a table of contents is not necessary for the website. In keeping with Society for Simulation in Healthcare (SSH) standards, this policy contains the table of contents for the manual.

2.0 Procedure

The following lists the table of contents for the Simulation Program Operating Policy and Procedure Manual (SIM OP):

<table>
<thead>
<tr>
<th>SIM OP</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.000</td>
<td>Table of Contents</td>
</tr>
<tr>
<td>90.002</td>
<td>Definitions</td>
</tr>
<tr>
<td>90.005</td>
<td>Utilization of Simulators and Equipment</td>
</tr>
<tr>
<td>90.015</td>
<td>Expectations of Educators Utilizing Space and Simulators at TTUHSC Simulation Centers</td>
</tr>
<tr>
<td>90.020</td>
<td>Check-Out of Equipment/Simulators/Supplies</td>
</tr>
<tr>
<td>90.025</td>
<td>Universal Precautions Related to Food and Drink</td>
</tr>
<tr>
<td>90.030</td>
<td>Use of Standardized Patient Lounge, Hallway and Restroom/Changing Facility</td>
</tr>
<tr>
<td>90.035</td>
<td>Simulation-based Experience</td>
</tr>
<tr>
<td>90.045</td>
<td>Credentialing or Certification Courses <em>(not to include AHA courses)</em></td>
</tr>
</tbody>
</table>
SIM OP 90.050 Independent Study and Remediation Protocols
SIM OP 90.055 Offsite Use of Designated Equipment and Simulators Costing Equal to or Greater than $2,500

Attachment A – Release Form
SIM OP 90.060 Offsite Use of Equipment and Simulators Costing Less than $2,500
SIM OP 90.065 Operating Hours
SIM OP 90.070 Check-In
SIM OP 90.075 Research, Grants and Publications
SIM OP 90.081 Physical and/or Psychological Safety of Individuals Involved in Simulation
SIM OP 90.082 Educators of Pelvic Exams

Attachment A – Educators (including Residents) of Pelvic Exams Agreement
SIM OP 90.085 Professional Conduct -- Dress Code for TTUHSC Users
SIM OP 90.086 Professional Conduct and Behavior
SIM OP 90.090 Scheduling of Simulated Experiences
SIM OP 90.095 Tours
SIM OP 90.100 Invasive Procedures
SIM OP 90.105 Use of Simulation Supplies and Equipment for Diagnostic Purposes or Actual Patient Care
SIM OP 90.106 Use of “Real” Drugs/Medications for Simulation-Based Experiences in the Simulation Program
SIM OP 90.110 Adherence to CDCs Recommendations Specific to Universal Precautions
SIM OP 90.115 Video Recording, Viewing, Broadcasting and Archiving

Attachment A – Confidentiality and Video-Audio Recording Release Form
SIM OP 90.120 Use of Simulation Centers’ Computers, Office Equipment and Office Supplies
SIM OP 90.125 Confidentiality
SIM OP 90.130 Professional Development Requirements for Faculty/Facilitators Engaged in Simulation
SIM OP 90.135 Educational Experiences Outside the Simulation Center (in-situ)
SIM OP 90.140 Educational Experiences Outside the Simulation Center (classroom setting)
SIM OP 90.145 American Heart Association (AHA) Training Center

Attachment A – Program Administration Manual
Attachment B – Instructor Agreement
SIM OP 90.155 Interprofessional Advisory Committee
SIM OP 90.175 Adherence to Society for Simulation in Health Care Accreditation Standards and Criteria
SIM OP 90.180 Complaint or Grievance Resolution

Attachment A – Complaint Form
Attachment B – Appeal Form
SIM OP 90.185 Orientation for TTUHSC Faculty
SIM OP 90.190 Contact Hours
SIM OP 90.195 Standards of Best Practice for Simulation
SIM OP 90.200 Scenario Development
SIM OP 90.205 Emergency Preparedness
SIM OP 90.215 Strategic Planning
SIM OP 90.230 Fee Structure for External Customers
SIM OP 90.231 Fee Structure for Internal Customers
SIM OP 90.235 Formulary
SIM OP 90.245 Robotics
SIM OP 90.255 Request for Purchase of New Equipment
   Attachment A – Request for Purchase of New Equipment
SIM OP 90.266 Integration of EHR into Simulation-Based Activities – Educator Responsibilities
SIM OP 90.270 Deliberate and Independent Practice
   Attachment A – Guidelines for Use of Deliberate Practice
SIM OP 90.275 Educational Activity Design Process
   Attachment A – Synopsis of Simulation-based Activities
SIM OP 90.285 Use of the Simulation Facilities for Volunteer Community Events
SIM OP 90.290 Use of Meat Products and Animal Body Parts for Simulation-Based Activities
SIM OP 90.300 Illness or Emergency (Consumer)
SIM OP 90.310 Individuals Observing Simulation-Based Experiences
SIM OP 90.315 Accommodations Policy/ADA
SIM OP 90.320 Educator Mentoring Program
   Attachment A – Mentoring Program Mentee Survey
   Attachment B – Facilitator Competency Rubric
SIM OP 90.321 New Faculty Hires in the School of Nursing
SIM OP 90.330 Photos
SIM OP 90.335 Ratios for the School of Nursing’s Prelicensure Programs
SIM OP 90.340 Phases of a Simulation-Based Activity
SIM OP 90.345 Cleaning Protocol for Simulation Users during Phase II of a Pandemic
SIM OP 90.350 Room Occupancy Protocols for Simulation Users during Phase II of a Pandemic
   Attachment A – Simulation Program Room Capacities – Lubbock, Abilene and Odessa
SIM OP 90.360 Contracts
SD/SB

Adopted: 04/2012
Date of last revision: 8/13/2020