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):

SIM OP 90.000 Table of Contents
SIM OP 90.002 Definitions
SIM OP 90.005 Utilization of Simulators and Equipment
SIM OP 90.015 Expectations of Educators Utilizing Space and Simulators at TTUHSC Simulation Centers
SIM OP 90.020 Check-Out of Equipment/Simulators/Supplies
SIM OP 90.025 Universal Precautions Related to Food and Drink
SIM OP 90.030 Use of Standardized Patient Lounge, Hallway and Restroom/Changing Facility
SIM OP 90.035 Simulation-based Experience
SIM OP 90.045 Credentialing or Certification Courses (not to include AHA courses)
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: 9/15/2020