Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.015  Expectations of Educators Utilizing Space and Simulators at TTUHSC Simulation Centers

PURPOSE: This TTUHSC Simulation Program policy is to define the expectations of external faculty/educators utilizing TTUHSC simulation centers’ simulators and equipment.

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

External faculty/educators must be properly instructed on the use of simulators by TTUHSC simulation centers’ staff. If the faculty/educator is not properly trained, the activity will be postponed until orientation is completed.

2.0 Procedure

A. Expectations for TTUHSC simulation centers personnel:

1) Reserved rooms will be ready for occupancy by the external users (all extraneous supplies and equipment to be removed from the room) with requested simulators on and ready to be used.

2) Requests for simulator programming can be completed by TTUHSC simulation personnel for an additional charge.

3) Requests for TTUHSC simulation personnel to assist with the activity can be accommodated for an additional charge.

4) Requests for AV recording assistance by TTUHSC simulation personnel can be accommodated for an additional charge.

5) Requests for moulage by TTUHSC personnel will be accommodated at an additional charge.

6) Troubleshooting of equipment and simulators will be provided by TTUHSC simulation personnel during the experience.

7) TTUHSC simulation personnel will turn on and off all simulators at the beginning and completion of the experience.
B. **Expectations for external users:**

1) Reservations for simulators, equipment and space must be received three (3) weeks prior to the event. **Any late or emergent reservation received may be subject to additional charges and are subject to availability.**

2) External faculty/educators must provide a list/roster/sign-in sheet of attendance in order to meet requirements for SSH accreditation.

3) External faculty/educators must provide a description of the educational activities conducted within TTUHSC simulation centers.

4) Faculty/educators who access the simulation centers are expected to attend an in-service related to the proper usage of simulators, haptics, and other equipment.

5) External users are expected to bring all supplies, equipment, and Xeroxed materials needed for the simulation-based experience.

6) External users are expected to follow **ALL** TTUHSC simulation centers’ policies and procedures.

7) External users are expected to comply with the simulation center dress code policy **(SIM OP 90.085)** as stated below:
   a. HSC Identification Badge/Agency Badge – In accordance with HSC OP 76.02 all faculty, residents, staff, and students must visibly wear the official TTUHSC identification badge.
   b. Attire – While participating in a simulation-based experience, appropriate attire includes clothing that is professional (neat, clean), and not distracting or offensive to others.

Appropriate attire in an effort to promote professional role-modeling will be either business casual or clinical attire defined as:

a. **Business casual attire:**
   - Men – slacks, collared shirt
   - Women – business appropriate dresses, slacks or skirt with top
   - Closed-toe shoes are required in all clinical settings
   - Shorts are not appropriate

b. **Clinical attire:**
   - Uniforms or scrubs
   - Lab coat
   - Identification badge

8) External users are expected to comply with the food/drink policy **(SIM OP 90.025)** as stated below:

   a. With the exception of the standardized patient/faculty lounge, no food, drinks, candy or gum are allowed throughout the simulation centers. Individuals with identified medical conditions that require exceptions should discuss this with their faculty/instructor and the simulation center’s personnel.