Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.020 Checkout of Equipment/Partial Trainers/Supplies

PURPOSE: This TTUHSC Simulation Program policy is to explain the loaning procedures of equipment/partial trainers/supplies.

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 TTUHSC Simulation Program allows students, residents, fellows, faculty and affiliates to check out designated equipment, partial trainers and supplies. Checkout of equipment, partial trainers and supplies of a value equal to or greater than $2500 must be approved by the Executive Director and/or center’s director. Approval for checkout of ultrasound equipment must be obtained via e-mail from the Medical Director of The F. Marie Hall SimLife Center. Check out of items equal to or greater than $2500 requires a signed release (SIM OP 90.055 Attachment A) accepting responsibility.

Specific items are available for check-out if not previously reserved for a scheduled simulation-based experience. Some equipment, e.g. defibrillations or glucometers, cannot be checked out due to safety reasons. Simulators and haptic devices are not available for checkout due to their intricate circuitry.

All equipment or supplies (except ultrasounds) must be used for education activities and not for diagnostic or personal use, i.e. on family members or friends.

2.0 Procedure

A. Requests for partial trainers require completion of the Equipment Request Form.
B. Requests for ultrasound equipment require completion of the Equipment Request Form and written approval from The F. Marie Hall SimLife Medical Director.
C. Some supplies for physical exams maybe checked out at the front desk without completion of the Equipment Request Form. Examples are stethoscopes, otoscopes and eye charts.

D. Equipment, partial trainers and supplies with a value less than $2500 may be checked out for 3 days. Renewal for additional days may be obtained via email, phone, or in person if no other requests are pending. The duration of the equipment checkout may vary dependent on the center’s demand.

E. Equipment, partial trainers and supplies equal to or greater than $2500 can be checked out on a daily basis and require completion of the release form (SIM OP 90.055 Attachment A).

F. If items being checked out are being used by individuals from TTUHSC departments/schools, and/or agencies with utilization agreements with the Simulation Program, there is no charge for equipment, partial trainers and supplies. If the items are being check out by individuals from agencies without Simulation Program agreements, a rental fee will be assessed on a case-by-case basis.

G. If required, an orientation/overview by simulation personnel on how to use and clean equipment will be provided prior to checkout.

H. There is no assistance from simulation personnel with setups, conducting, or tear-downs for these experiences.

I. Sharps are not available for check out.