Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.060 Offsite Use of Designated Equipment and Simulators Costing Less than $2,500

PURPOSE: This TTUHSC Simulation Program policy is to ensure proper utilization of equipment costing less than $2,500.

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

All equipment and/or simulators costing less than $2,500 when utilized outside a TTUHSC simulation center may or may not be accompanied by simulation centers’ personnel. Check out is only for educational purposes and not for diagnostic or personal use.

Offsite is defined as any location not on TTUHSC property.

2.0 Procedure

A. Permission to check out any equipment and/or simulators must be approved by the Executive Director and/or Director.

B. Facilities/individuals checking out the equipment and/or simulators will be oriented to the specific equipment.

C. Fees related to the use of specific equipment and/or simulators are set by the TTUHSC simulation centers. For a list of fees, see SIM OP 90.230 (Fee Structure for External Customers) and SIM OP 90.231 (Fee Structure for Internal Customers).

D. Receiving facility/individual must accept responsibility for any damages, repairs or maintenance of the equipment and/or simulators prior to utilization.
E. All equipment and/or simulators are cleaned by simulation centers’ faculty/staff (exceptions based on certification guidelines). Spot cleaning of the equipment is the responsibility of the facility/individual. Directions for spot cleaning will be provided to the user.

F. Receiving facility will provide a summary of the course evaluations, specific to the simulated-based experience.

G. Each center may have different equipment depending on their clientele and the services needed. Cleaning and maintenance of the various equipment is provided in SIM OP 90.010. For a descriptive list of equipment and availability per campus, see the WIKI website at: https://sim.ttuhsc.edu/simguide.

SD/JJ
Adopted: 04/2012
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