Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.081 Physical and/or Psychological Safety of All Individuals Involved in Simulation

PURPOSE: This TTUHSC Simulation Program policy ensures physical and psychological safety of all individuals involved in simulation.

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

TTUHSC Simulation Program is committed to providing a safe and healthy environment for faculty, staff, residents, students, and external customers.

The Simulation Program abides by institutional policies regarding safety:

- HSC OP 75.01 TTUHSC Safety Programs
- HSC OP 70.13 Worker’s Compensation Insurance (describes supervisor’s responsibility when an accident, injury of illness occurs with their employee, etc.)
- HSC OP 75.14 Non-Employee Incident/Injury Procedures and Reporting (describes how TTUHSC employees will respond to incidents of slips, trips, falls, and other emergencies or needs of assistance involving patients, visitors, volunteers, students, external customers, etc.
- TTUHSC Student Handbook
- HSC OP 76.01 Emergency Operations Plan
- HSC OP 76.08 Violence and Workplace Threats
- HSC OP 76.15 Severe Weather Warning and Alert Systems
- HSC OP 76.23 Employee Training and Procedures for Handling Armed Robbery Incidents
TTUHSC operates with a Safety Services Department charged with providing the necessary support in the implementation of federal, state and local required safety programs and training.

Within TTUHSC, Unit Safety Officers are appointed by the department/school/program head. The Simulation Program Unit Safety Officers are:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abilene campus</td>
<td>Terran Keidl</td>
<td>Standardized Patient Coordinator</td>
</tr>
<tr>
<td>Lubbock campus</td>
<td>Monte Gardner</td>
<td>Standardized Patient Director</td>
</tr>
<tr>
<td>Odessa campus</td>
<td>Maria (Tonia) Borrego</td>
<td>Coordinator</td>
</tr>
</tbody>
</table>

The Unit Safety Officer is an integral part of and is essential to the overall TTUHSC Safety Program. Unit Safety Officer duties include accident reporting, emergency procedures, and safety training. In addition, the Unit Safety Officer acts as liaison between the Simulation Program and the TTUHSC Department of Safety Services.

2.0 Procedure

A. Training:

TTUHSC Safety Services Department utilizes a Safety Education and Training Division which provides safety education and training to employees, students and volunteers. This division is responsible for the development, implementation, assessment, and record keeping of general safety education, Radiation/Laser, Laboratory, and Fire Emergency Response training of TTUHSC employees, volunteers, and students. The general safety programs required by TTUHSC for new and current employees are listed below in addition to training required for simulation program employees:

| New Employees | New Employee Safety Orientation Program (NESOP): This program, for TTUHSC Employees is available online and covers the required annual safety education and training in accident prevention, emergency procedures, the Texas Hazard Communication Act (Right-To-Know Law), the TTUHSC Infectious Disease Exposure Policy, and TTUHSC safety programs. This training is required for all personnel and must be completed prior to beginning unsupervised duties. During NESOP, attendees will receive a brief questionnaire regarding site-specific information (Level 2 form) that they must complete with their supervisor and/or their Unit Safety Officer. Both the employee and the supervisor and/or United Safety Officer must sign the Level 2 form and mail the original form to Safety Services. In addition to the NESOP materials the following online courses are mandatory for new employees to a simulation center: Course WRTK02 Using Bleach Safely; Course WRICEP02 Latex Allergies; WRAP02 Ergonomics and WRSP04 Electrical Safety. |
Additionally, during the orientation period, all new simulation center employees will be provided AHA Heartsaver CPR AED First Aid course.

| Current Employees | Refresher Training: Employees must receive annual refresher training on accident prevention, TTUHSC Safety Programs, emergency procedures, the Texas Hazard Communication Act, and bloodborne pathogens/infection control. Contact your Unit Safety Officer or Safety Services for additional information on safety education and training programs. | Effective 2018, the following online courses are mandatory during even numbered years: Course WRTK02 Using Bleach Safely; Course WRICEP02 Latex Allergies; WRAP02 Ergonomics and WRSP04 Electrical Safety. Additionally, all full-time simulation center employees will be provided AHA Heartsaver CPR AED First Aid course. |

B. **Accident Reporting and Investigation (from TTUHSC Safety Handbook)**

1) **Faculty and Staff** -- Faculty and staff members are required to immediately report all on-the-job incidents, injuries and illnesses to their supervisor, regardless of whether or not lost work time, medical expenses, or property damage were involved. In case of a medical crisis, dial 9-911 for immediate response by medical personnel. All TTUHSC employees whose names appear in the active payroll system are covered by the Texas Workers’ Compensation Insurance (WC1) program.

2) **Students** -- Students should seek medical attention at their personal physician, the Family Medicine Clinic or Student Health. Students are required to complete accident reports, and should contact the appropriate Office of Student Affairs for the necessary forms. Students involved in an off-campus clinical site may need to complete additional forms as required by that facility. Students are not covered by Texas Workers’ Compensation Insurance.

3) **Volunteers** -- Volunteers should report incidents to their immediate supervisor or the Director of Volunteer Services and refer to HSC OP 75.14 for Non-Employee Accident/Incident Procedures and reporting. Volunteers are not covered by Texas Workers’ Compensation Insurance, therefore, any medical expenses incurred as a result of an injury or illness while volunteering at TTUHSC facilities are the sole responsibility of the volunteer and his/her insurance.

4) **Patients and Visitors (i.e. external customers)** -- For patients or visitors involved in an incident/accident in a common public, non-clinical area, first call the appropriate emergency number (Lubbock 9-911) if immediate medical assistance is needed. Head nurses will triage incidents occurring within their own clinics. Staff witnessing patient/visitor incidents will complete a Nonemployee Accident/Incident Report and forward it to Clinic Administration.
C. The Simulation Program safeguards the safety of faculty, staff and students using Simulation Program equipment by:

1) All equipment is checked annually by South Plains Biomedical.
2) All equipment is labeled “For simulation purposes only. Not to be used for diagnostic purposes”
3) Learners are oriented on equipment used in simulation-based activities by the simulation technicians and/or faculty leading the experience.
4) Learners are required to adhere to standardized precautions during all simulation-based activities. (Sharps, hand washing, etc.).
5) Sharps are disposed of utilizing TTUHSC policies and procedures regarding the disposal of hazardous waste material. More specifically:
   a. Needles should not be recapped.
   b. Needles and other sharps are placed in approved containers.
   c. Disposable sharps containers are to be utilized in all simulation centers where sharp items are used. Sharps containers, if wall mounted, should be securely mounted at eye level and locked. Keys to the sharps containers are kept separate from the sharps containers.
   d. Sharps containers are to be replaced when three quarters (3/4) full with lid securely closed, then discarded in biohazard container provided by Safety Services. The entire box will be picked up by the Safety Services Department or housekeeping.

D. Psychological Safety:

1) TTUHSC Employee Assistance Program – During the TTUHSC New Employee Safety Orientation Program, faculty and staff receive a brochure and hear a presentation regarding the TTUHSC Employee Assistance Program. The Employee Assistance Program provides quality counseling and assistance to TTUHSC faculty and staff for individual counseling, couples and/or families counseling, as well as counseling to work groups. There are designated EAP services at all TTUHSC campuses and a 1-800 number available for distance sites.

2) TTUHSC Program of Assistance for Students – During the Safety Training Education Program for Students, students receive a brochure and hear a presentation regarding the TTUHSC Program of Assistance for Students. The Program of Assistance for Students is a resource to promote health and wellness in the student’s personal and academic life.

E. To foster safety among faculty, staff, students and external customers:

1) A pre-brief of the expected case will be given prior to each experience.
2) Prior to a tour, the audience is told they can feel free to step out of a room.
3) Supplies used for the simulation-based activity will be new and/or sterile.
4) Confidentiality must be strictly adhered to by faculty, staff, residents, students and standardized patients.
5) A debrief session is required for any activity that has the potential to cause anxiety, grief, anger or other types of psychological harm.
6) Violations of this policy will result in the Executive Director requesting a meeting with the individual’s appropriate supervisor/administrator/facilitator.

7) Signs are posted throughout all three simulation centers “All supplies throughout the center are for simulation-based activities only”.

F. **How faculty manage distressed learners:**

1) The faculty member leading the simulation-based activity is the individual who typically recognizes, either during debrief or during the simulation-based activity, if a student is distressed. Faculty need to be sensitive to students who may have recently experienced emotional events such as a death of a loved one, a traumatic injury to self or others, or known someone who attempted suicide.

2) If the distress is tied to a grade-related event, the faculty member handles the student the same as they would when disclosing difficult news regarding grades.

3) If the distress is not grade-related and appears to be more distressed at a personal level, faculty report the situation to their academic leadership team and/or their academic student affairs office. The leadership team will work with their academic student affairs office and potentially recommend counseling services, if needed, provided by TTUHSC Program of Assistance for Students.

SD/ML/KW/SC/SB
Adopted: 05/2017
Date of last revision: 04/14/2020