Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.185 Orientation for TTUHSC Faculty (Non-Simulation Program Personnel)

PURPOSE: This TTUHSC Simulation Program policy is to ensure that all users receive the appropriate training/orientation to promote effective student learning and assessment. Additionally, this policy will define the appropriate faculty qualifications for utilization of simulators and proper educational principles and pedagogy for simulated-based activities.

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

Due to the cost of simulators (such as advanced patient simulators and haptics), special considerations have to be taken before use. To utilize specific simulator, all users both internal and external are required to attend an orientation/training. The training will be tailored according to the specific features of individual simulators.

Faculty must be properly trained how to use the simulators specific to their area of practice by Simulation Program faculty/staff. There will be an orientation class for both new faculty and current faculty allowing the opportunity to attend regarding updates. If the faculty is not properly trained/oriented by Simulation Program faculty/staff, then the faculty member will not be allowed to use the equipment/simulator until being trained/oriented properly.

Faculty, when teaching with simulation, are to adhere to International Nursing Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice: Simulation http://www.inacsl.org/i4a/pages/index.cfm?pageid=3407. These standards are evidenced based and have been reviewed by interprofessional health care experts. More specifically, faculty are to adhere to INACSL Standard III: Participant Objectives, Standard IV: Facilitation, Standard VI: The Debriefing Process, and Standard VII: Participant Assessment and Evaluation.
2.0 Procedure

A. The Simulation Program’s faculty and staff will provide periodic simulation in-services related to educational principles specific to simulation. The dates will be available on the Simulation Program’s website along with registration. Registration can also be made via the Simulation Program’s main phone line (806-743-2745). The content of the in-service for faculty includes, but is not limited to:

1) Simulation as a learning strategy
2) Simulation-based evaluation/assessment of learners
3) Simulation modalities
4) Designing simulation experiences
5) Critiquing simulation experiences
6) Integrating simulation into curricula/programs
7) Strategies for feedback and debrief
8) Overview of Simulation Program policies
9) Overview of digital/audio visual system
10) Confidentiality of student performance/information, particularly while conducting a simulation-based activity.
   To assist in fulfilling these guidelines an institutional license for the National League for Nursing (NLN) Simulation Innovation Research Center (SIRC) web-based courses has been purchased. Contact Matthew Pierce at [matthew.pierce@ttuhsc.edu](mailto:matthew.pierce@ttuhsc.edu).
12) If unable to attend faculty in-services prior to utilizing simulation as a teaching strategy, faculty are encouraged to contact the Executive Director and/or Director of the Simulation Program for their campus to schedule an individualized in-service.
13) Completed faculty orientation rosters, program outline, and the evaluation summary are maintained in the Associate Managing Director’s office.
14) If faculty attend in-services outside of the simulation center, a record of their attendance is required in their personnel file maintained in the Associate Managing Director’s office.

B. Faculty and residents are required to attend an orientation related to specific simulators (such as advanced patient simulators, e.g. SimMan, SimNewb, Harvey, and Haptic devices, e.g. Endoscopy or Arthroscopy Simulators) before use.

1) If unable to attend scheduled faculty training sessions, faculty are required to notify Jarrod Jones ([jarrod.jones@ttuhsc.edu](mailto:jarrod.jones@ttuhsc.edu)) prior to anticipated use to schedule an individualized training session.

SD
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