Confidentiality is of utmost importance to the SP program on-site and off-site. Therefore,

- You cannot discuss identifying specifics, names, or performance of students and/or faculty with anyone other than the project faculty/coordinator, SP Coordinator, SP Educator, or SP Director. We must maintain total privacy for the participants at all times.

- We understand the need to discuss an experience and sometimes even vent after a challenging case/activity. You may do so within the confines of the SP lounge only, but please remember again that students and/or faculty might be right outside the door. If you are going to discuss an experience, you may do so without mentioning any identifying specifics of the student and/or faculty. For example, identifying a student/participant may influence another SP’s perception and not allow them to objectively assess said student/participant.

- The SP Director, SP Educator and Lead SPs provide individual feedback to SP’s on their performance.

- If there is a concern/issue regarding an SP’s portrayal and/or professionalism, this concern needs to be addressed with the SP Director and/or SP Educator.

- You will maintain all materials confidential: All training materials are property of TTUHSC Simulation Program. They are to be used exclusively by SPs employed by the Simulation Program for assigned events. Unauthorized use or sharing of these manuals with other parties will result in disciplinary action including employment termination.

- Do not discuss issues regarding the SP’s that perform invasive exams amongst yourselves.

- For security purposes, all SPs will use their assigned TTUHSC email address for all work related communications.