Lakeland Simulation Lab Educators

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Mission Statement for Lakeland Healthcare Simulation Lab:

Lakeland Health Simulation Lab’s mission is to lead in facilitating excellence in inter-professional healthcare education, practice, advocacy, assessment and research, using simulation technologies and methodologies.

Vision Statement

To positively transform healthcare and the health choices of those we serve and employ, by providing high quality, realistic clinical situations through cutting edge simulation technology.

Goals:

- Improve healthcare education using evidence based practice
- Provide standardization and a pool of knowledge of evidence based practice
- Strengthen and improve patient safety efforts through support of simulation
- Strengthen organizational, community, and learner confidence in the quality of education and services
- Garners local support, resources, and commitment
- Promotes a feedback loop between education and practice by participating in a continuous process of improvement
- Provides a competitive edge in the community
- Enhances staff development and retention

Motto: “Keeping it real, for our patients.”
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1. General Information

a. Location – The Lakeland Health Simulation Lab (LHSL) is located at the St. Joseph site in Building C on the fourth floor.

b. Contact Information

   **Address:**
   Lakeland Health Simulation Lab
   1234 Napier Ave.
   St. Joseph, MI 49085
   **Attention:**
   Spring Lutzen- Simulation Lab Coordinator

c. Personnel – See Policy 1

d. Hours of operation – LHSL generally operates 8:00 am to 4:00 pm Monday through Friday. “After hours” and weekend programs are possible, but require approval in advance by the LHSL administration.

e. All faculty must have on file a signed *Acknowledgement of LHSL Policies and Procedures* form (Attachment A)

f. In-Situ programs – These programs take place in real clinical settings (prehospital, medical transport, outpatient clinics, and hospital units) and account for a portion of LHSL activities.

g. Food and Beverages – Refreshments are permitted only in the debriefing room. No food is allowed in LHSL simulation rooms.

h. Photography and Video – See LHSL Policy 7. All participants must have on file a signed and dated *Authorization Release for Photography and Video* form (Attachment B)

i. Dress Code:
   
   i. Staff and instructors are expected to always present a professional appearance.
   ii. Participants are expected to wear appropriate attire for their department or organization and for the simulation program.

j. Contact Information - All LHSL faculty and instructors must provide LHSL administration current contact information. Participants will provide email; this will be entered into the tracking system.
k. Printing and photocopying is not available at the simulation center for learners/participants. Faculty and instructors are encouraged to print educational materials prior to arrival. Faculty may be granted permission from the LHSL Coordinator to photocopy under extenuating circumstances.

l. LHSL is not responsible for any loss or damage to personal property brought into the facility, including any room.

2. Equipment and Facility Usage

a. The LHSL is available for use by Lakeland Health clinical departments and educational programs. It may be used by collaborators and outside organizations as approved by the LHSL administration.

b. All programs must be initiated through a Request for Simulation form (Attachment D)

c. A consult with the LHSL staff must be completed to review expected program content, space requirements, and equipment needs prior to scheduling (see Policy 4 – New Program Development)

d. Scheduling programs – see Policy 10- Program Scheduling.

e. Changes to room configurations, equipment, or other aspects of the program must be made at least 48 hours in advance of the event.

f. LHSL facilities and resources are to be used exclusively for events that involve simulation rather than other meetings, lecture classes, or conferences which should be held in general classrooms or conference rooms in other locations, unless given permissions from LHSL administration.

g. LHSL has several types of simulators. All instructors and participants must be familiar with the basic functions of the equipment for their simulation program. Not all aspects of the simulators need to be addressed, just those that are pertinent to the specific course. If a client desires more in-depth information about how to operate or program a simulator, an appointment can be made with the LHSL staff.
h. Equipment and supplies identified in the program request and development process will be provided by LHSL if available. There may be specialized equipment and supplies that are not available within LHSL. This will be addressed in the planning phase and will be the responsibility of the requesting Lead Faculty.

i. The equipment and supply lists will be confirmed with LHSL staff during the planning process.

i. Equipment will be inspected prior to the start and upon completion of all courses. Any damage beyond normal wear and tear to LHSL equipment during the course is the responsibility of the Lead Faculty and respective department. The department will be billed for the costs associated with repair/replacement.

j. Troubleshooting – A LHSL staff member will be available during the program to troubleshoot all equipment. In the event that equipment is malfunctioning, he/she will attempt to repair the equipment. If the equipment cannot be repaired, a replacement will be provided, if possible. Rarely, a program may need to be rescheduled due to equipment failure.

3. Materials Used in LHSL Programs

a. Latex – LHSL is NOT a latex-free facility. If you have a latex allergy, use the same protective measures employed by The Lakeland Health System.

b. Medication Usage – Simulated medications are used within LHSL and during in-situ programs. All active medication is properly disposed of and replaced with distilled water. All medication packages used are labeled simulation use only. All individuals are responsible for assuring that simulated medications, vials, bags, syringes are left in the LHSL facility or with the LHSL coordinator for proper handling. See Policy # 9.

c. Written and electronic materials (scenarios, cases, checklists, evaluations, etc.) developed in conjunction with LHSL for simulation programs shall be managed and maintained by LHSL. LHSL may use these resources for other programs.

4. Audio-Video Recording

a. Debriefing is an essential component of quality simulation programs. AV recording of simulation activities, programs, and scenarios is a powerful tool, allowing learners and instructors to immediately review and provide feedback on performance.
b. LHSL includes a fully integrated AV recording system including cameras in Sim Man 3G and Sim mom rooms.

c. Small handheld cameras are available for use when needed. These may be operated by LHSL Faculty and Instructors.

d. Recordings will be stored, maintained, and deleted by LHSL according to Policy – Audio/Video Recording and Photography. See Policy 7.

5. Creating a Program / Course

   a. A “Request for Simulation” (Attachment D) is required for all programs in order to properly design a high-quality simulation program. Various elements must be addressed and all sections must be completed. LHSL coordinator will work with faculty to complete the request.

   b. LHSL staff will work with lead faculty prior to the program date to assure that the program is implemented in accord with elements of the Request for Simulation and pre-planning meeting(s).

   c. Simulation cases must be developed based on sound educational or testing methodology, including clear goals, objectives, outcomes, and evaluation metrics.

6. Conducting a Program / Course

   a. Faculty and Instructors should arrive prior to the scheduled program, allowing enough time to confirm with the LHSL staff that all resources are in place for a successful program.

   b. Control Room - In order to provide high-quality programs, LHSL coordinator has the final authority to determine who can be in the control room at any time. Learners/participants are generally not allowed in the control room. Faculty and instructors are allowed in the control room to observe and direct simulations for their learners. Verbal conversations should be kept to a minimum while a scenario is running.

   c. Learners/participants should congregate in the reception area prior to the start of the program. When not actively participating in a scenario or training activity, participants should remain in the in the outer lobby or in the conference room.
7. **Program Cancellation**

   a. Courses may be cancelled or denied due to lack of available resources or scheduling restrictions.

   b. If circumstances arise within LHSL that prevent program execution, including equipment, space or personnel issues, LHSL staff will contact lead Faculty as soon as reasonably possible after the issue is discovered. LHSL will work with Faculty to resolve the issue in order to arrive at a solution to reschedule the program.

   c. LHSL will follow the Lakeland Health System policies and reserves the right to cancel simulations based on inclement weather.

   d. If requesting faculty must cancel a program, they must contact the LHSL administration no later than 2 weeks prior to the program to prevent unneeded set-up/preparation and avoid a crewing a cancellation fee. (refer to policy 16 – Program Cancellation)

   e. Requesting Faculty is responsible for notifying participants/learners of course cancellations.

   f. Participants who are unable to attend a program should notify the lead faculty directly, rather than LHSL.

8. **In-Situ programs – Special Considerations**

   a. Lead faculty will assist the LHSL coordinator in securing appropriate clinical space and equipment for in-situ programs. See policy # 6.

   b. Lead faculty and Instructors will assist the LHSL staff with restoring the clinical space after a program to assure that all simulation materials, supplies, equipment are cleared and the environment is returned to its pre-program state.

   c. Practical measures will be taken by Faculty, Instructors and LHSL staff to assure insulation of simulation activities from patients, family, and visitors. Reasonable efforts will be made to inform individuals that a simulation event is taking place to minimize alarm and disruption.
9. Precautions, Safety, Security

a. While practicing skills at the simulation center, learners should practice the same safety precautions that they would follow in a clinical setting. Learners will be expected to use the same universal precautions.

b. Hand washing or use of hand sanitizers shall be part of practice in the simulation center.

c. Fire Evacuation plans – in the event of a fire, the simulation center must be evacuated according to the plans set out by Lakeland Health System.

d. Medical Emergencies – Any medical emergency occurring at the simulation center will be treated as it would be anywhere else on the Lakeland Health Campus.

e. Sharps – It is the joint responsibility of both learners and instructors to ensure that all sharps used during a session (i.e. IV needles, suture needles, scalpels) are disposed of properly and safely in sharps containers before leaving. Under no circumstances may sharps or supplies be removed from LHSL or in-situ simulation areas.

f. All injuries shall be reported to the Lakeland Health Simulation Faculty/Staff immediately. See policy #14.

10. Conduct

a. All Faculty, Instructors, and Participants are expected to support the mission of the Lakeland Health Simulation Lab. All should exercise the highest level of professionalism, integrity, ethics, and mutual respect.

b. All simulation center users, including learners, instructors and are expected to be punctual.

c. Out of consideration for other programs taking place at the simulation center users are asked to keep noise to a minimum.

d. Users must remain in the space or spaces designated to their session and not wander the simulation center unless accompanied by a simulation center staff member.

e. Access to the store room and utility room is restricted to simulation center staff only.
f. Unauthorized photography and AV recording is not permitted in the simulation center. Anyone requiring photographs for a presentation or poster must obtain permission from the LHSL coordinator who will ensure that written consent is obtained from anyone featured in the photographs.

g. LHSL administration reserves the right to suspend privileges of Faculty, Instructors, or Participant/Learners for misconduct or misbehavior. A notice will also be sent to the appropriate department Chair notifying him/her of the reason for the individual(s) suspension. Reinstatement may take place after appropriate remediation and agreement between the LHSL Director, applicable Department Chair and Chief Medical / Nursing Officer.

h. Anyone found intentionally damaging LHSL property or removing property or supplies from the simulation center without permission will be reported to the appropriate Faculty, supervisor(s), and St. Joseph Police if applicable.

11. Confidentiality

a. Due to the nature of the programs that take place at the Lakeland Health Simulation Lab, confidentiality is of utmost importance. Faculty learners and instructors agree to not discuss program content outside of the program. This helps to preserve the experience for others.

b. Learner performance data is available to only that individual learner, LHSL staff and Program Faculty / Instructors who must maintain confidentiality in accordance with LHSL Education policies.

c. Many LHSL programs are recorded to facilitate immediate debriefing and review of performance. LHSL Faculty, Instructors, Staff, and Learners/Participants may review relevant recordings using the management system. LHSL assigns appropriate levels of security access within the system. See Attachment B.

12. Reporting Problems / Issues

a. Equipment – Malfunctioning equipment must be reported to the simulation staff who will attempt to resolve the issue. If the issue cannot be resolved, a room change or equipment replacement will occur whenever possible.

b. Human Resources – For concerns about staff or instructors, please contact the Lakeland University Director

13. Miscellaneous

a. Lakeland Health System Policies and Procedures complement those stated in this document, but supersede those of LHSL if there is a conflict.