IPFW Clinical Performance and Simulation Center

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SECTION I – MISSION AND VISION

Mission

In line with the Mission of the College of Health and Human Services, IPFW Clinical Performance and Simulation Center (Simulation Center) uses state-of-the-art pedagogies to further the expertise of its learners:

**Patient Care**
Provision of cutting edge technologies to enhance communication and improve transdisciplinary and interdisciplinary professional practice for excellent clinical outcomes.

**Teaching**
Promote knowledge and application of standards of care.

**Research**
Promote and enhance research to the use of simulation and technology to improve clinical outcomes.

Vision

IPFW Simulation Center strives to educate future leaders in health care through transformative clinical practices and cutting edge technologies.
SECTION II – PROCEDURES AND GUIDELINES

Introduction

**Location**
The facility is located on the Indiana University-Purdue University Fort Wayne Campus on the third floor of the Liberal Arts Building.

**Hours of Operation**
The Simulation Center operates from 8 a.m. to 6 p.m., Monday through Friday. After hours and weekend laboratory use must be approved by the Coordinator of Clinical Performance and Simulation in order to schedule the event and personnel to assist with the simulation.

**Latex**
The Simulation Center is NOT a latex-free facility. If you have a latex allergy, exercise the same protective measures as when using devices with latex.

**Medication Usage**
The Simulation Center does not use real medication during simulation. At the end of any session, it is essential to leave vials, syringes, and simulated pills in the laboratory. The Simulation Center is not responsible for any simulated medications leaving the laboratory.

**Biohazard Materials**
The Simulation Center is a dry lab. The use of any biohazard material such as blood, urine, and any human tissue is strictly prohibited.

**Policies and Procedures**
All participants must have on file a signed Acknowledgement of Operational Rules form (Appendix D) and a signed Acknowledgement of Confidentiality and Video Recording form (Appendix E).

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*Note: If IPFW Students and Faculty are using Parkview Mirro Center for Research and Innovation for simulated learning, Parkview Health (PV) policies and procedures take precedence over any circumstances not covered in this document. Please arrange tours of PV Mirro Center Simulations through the Simulation Lab Manager, Parkview Health.*

*Arrange any theater student simulations through the Clinical Performance and Simulation Center Coordinator and the IPFW Theater Department.*

**Photography and Video**
All participants must have on file a signed and dated Acknowledgement of Confidentiality and Video Recording form (Appendix E). Participants will sign forms at the beginning of each semester.
Food and Beverages
Food and beverages are not permitted in any of the simulation rooms. They are permitted in the lobby, debriefing, and classroom spaces. Covered beverages only are permitted in the control room.

Community Use
Entities from outside of IPFW must receive permission to use the Simulation Center. The Coordinator of Clinical Performance and Simulation or coworkers will provide guidelines and fee structure and assist with scheduling.

Instructional design plays an extremely important role in incorporating simulation into the curriculum. The selection of the type of simulation, how simulation might be used, and strategies for sequencing knowledge and skills to meet specific learning objectives are critical to the successful use of simulation.

The Coordinator of the IPFW Clinical Performance and Simulation Center can assist in helping to provide services for community groups outside of IPFW. Simulation Center Lab Personnel may also serve as resources for instructional strategies using simulation.

The Simulation Center may be available to groups interested in implementing health-related simulation learning. Please contact Katrina Eby at (260) 481-4168 or (260) 715-9941 to discuss community use, scheduling, and costs.

Dress Code
Staff and instructors are expected to present a professional appearance at all times. Students are expected to wear appropriate clinical attire for the simulation event as outlined in the Undergraduate Student Information Manual.

Conduct
All faculty and students are expected to support the mission of Indiana University-Purdue University Fort Wayne Nursing Simulation Center. Learners should exercise the highest level of professionalism, integrity, ethics, objectivity, and mutual respect in their behaviors as they engage with each other in the Simulation Center. The Coordinator of Clinical Performance and Simulation reserves the right to suspend privileges of Simulation Center use for misconduct or misbehavior at any time.

Access to Simulation Center
The keys to the labs and debriefing room are on a hook inside the lab office/supply room (LA 307). This room is fitted with a key code access. The access code can be requested through the Coordinator of Clinical Performance and Simulation. After use, keys are to be returned immediately to the lab office.

The first lab worker to arrive in the morning will unlock all labs and the debriefing room. The keys will then be immediately returned to the hook. At the end of the day, the last lab worker to leave will lock all labs and the debriefing room.
Interdepartmental Use of Simulation Center

The Simulation Center is available for use by all Indiana University-Purdue University Fort Wayne College of Health and Human Services departments and by other departments as requested. The following conditions apply:

1. A request for use will result in a conversation with the Simulation Center Coordinator to review the proposed event prior to scheduling.

2. Approval and priority of use is determined by appropriateness, completeness, and readiness of course and simulation session(s). These are the primary criteria for scheduling and implementation.

3. The Simulation Laboratory is not responsible for any loss or damage to personal property brought into the facility, including any rooms or other locations. Lockers will be available at the time of simulation to store personal items.

Scheduling Simulation Experiences

Nursing simulations are optimally scheduled one semester in advance of the performance.

Simulation Center staff will schedule the necessary rooms and equipment for the simulation activity.

Any special room configurations, equipment, or instructions will need to be included when scheduling the rooms and discussed with the Simulation Center staff in advance of the performance.

Changes to the request must be submitted at least two weeks in advance of the simulation. Changes to a simulation event may be approved based on availability of rooms, equipment, and staff. Please use contact Erika Klingler (email klingere@ipfw.edu or phone/message 260-481-4168) or Stephen Gallagher (gallaghs@ipfw.edu phone 260-481-5797) to begin conversations about changes for a simulation event.

Code of Conduct

The Simulation Center is to be treated as a clinical setting at all times. The manikins and the equipment should be treated with proper care and respect.

Hands should be washed before any contact with the manikins and/or equipment. Natural oils on your hands can destroy the "skin." Utilize gloves (provided) as you would in the clinical setting.

Food and beverages are not permitted in the Simulation Center.
Manikins are to remain on the beds at all times. Equipment should only be relocated/removed by authorized persons.

The Simulation Center should be left as found and all equipment returned to its appropriate location. Identify damaged or missing equipment immediately to the faculty member present.

Professional conduct and communication are expected at all times in the Simulation Center. Learners will be participating and observing others during simulation experiences and, as such, a respectful and safe learning environment for colleagues should be maintained at all times.

It is expected that learners will come to the Simulation Center having completed assigned preparatory work, with a professional attitude, and with a desire to actively participate in the learning experience.

Attendance is required for assigned simulations. Students are not guaranteed a make-up simulation time.

Students are to follow the attendance policy for clinical simulations covered in course syllabi. Failure to attend and participate in assigned simulations has serious academic consequences and may lead to an incomplete clinical grade as described in course syllabi.

Developing a Simulation Session

New instructors/simulation session leaders must:
1. Complete Instructor Orientation at least one (1) week prior to use.

2. Sign and submit an Acknowledgement of Operational Rules form (Appendix D).

3. Meet with the Coordinator of Clinical Performance and Simulation and/or staff to review course information, goals, objectives, logistics, equipment needs, and scheduling.

Established Simulation Sessions:
1. All instructors/simulation session leaders must have attended orientation and signed and submitted an Acknowledgement of Operational Rules form.

2. The Simulation Center personnel may request further information from faculty prior to a simulation event.

Conducting a Simulation Session

Scheduling Participants
Faculty will assist session leaders with scheduling at the beginning of each semester and will notify and communicate with all participants in their simulation event.
Nursing Simulation Center will assist in providing times for participants to schedule simulation events.

Equipment and Facility Use

Equipment and supplies will be provided by the Simulation Center for simulation sessions with the exception of any specialized equipment and supplies. Any necessary equipment and supplies for simulation sessions that are not considered standard by the Simulation Center are the responsibility of the requesting individual or department.

Equipment and supply lists will be confirmed with Simulation Center personnel during the scheduling process.

Equipment, including simulators, will be inspected prior to the start and upon completion of all usage. Any damage beyond normal wear and tear to Simulation Center equipment during use is the responsibility of the instructor or individual in the case of independent usage. The individual, department, or program will be billed for the costs associated with repair or replacement.

Instructor/simulation session leader training must be completed by all instructors/simulation session leaders before executing their first simulation session. Instructors/simulation session leaders training will be provided by a simulation specialist and will include a detailed overview of the simulation center and the proper use of all simulation equipment.

Participants in the simulation sessions will be oriented to the room and equipment by Simulation Center personnel prior to beginning the session.

Please allow approximately 20 to 30 minutes for “pre-briefing” in which participants will
1. be provided access to the simulators to understand how they function
2. review equipment in the room available for use during the simulation session
3. have the purpose of the simulation session reviewed
4. be provided with an overview of the simulated patient care situation
5. be coached on participant roles in the session
6. be instructed in expectations of participation in debriefing session post simulation (this should be at least as long as the simulation and up to 1.5 to 2 times the time spent in the simulation)
7. complete required forms:
   a. Sign in to the Simulation Center
   b. Acknowledgement of Operational Rules (Appendix D)
   c. Acknowledgement of Confidentiality and Video Recording (Appendix E)

Troubleshooting
A simulation specialist will be available during the duration of the session and will assist in troubleshooting all equipment. In the event that equipment is malfunctioning, the specialists will
attempt to repair the equipment. If the equipment cannot be repaired, a replacement will be provided if possible.

Room Set Up
All rooms will be set up prior to the start of the course by a simulation specialist. Any special requests for room set up should be indicated when scheduling the event or in consultation with Nursing Simulation Center staff and must be communicated to the Nursing Simulation Center staff a minimum of one week prior to start of the simulation session.

Any unresolved issues should be addressed with the Coordinator of Clinical Performance and Simulation.

Cancelations
In the event of inclement weather, Indiana University-Purdue University Fort Wayne Nursing Simulation Center will follow the IPFW university policies for travel on roads or inclement weather, such as snowstorms, tornados, and severe thunderstorms, and reserves the right to cancel simulations based on inclement weather. Check the IPFW homepage, Safety Alert webpage, Facebook, or Twitter or call the campus weather emergency number at (260) 481-6050 or (260) 481-5770 for a recorded message for IPFW campus closures.

Participants must email/phone the Simulation Center personnel as soon as they are aware that they will be unable to participate in a simulation session.

1. Instructors/simulation session leaders will work with Simulation Center personnel to notify participants/learners of simulation session cancelations.

2. Participants should notify the instructors if they will be unable to attend a course.

Reporting Issues

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

Human Resources
For concerns about instructors/simulation session leaders, contact the Coordinator of Clinical Performance and Simulation.
SECTION III - APPENDIX

Appendix A: Simulation Laboratory Terminology

1. Indiana University-Purdue University Fort Wayne Nursing Simulation Center – one where the hands-on simulation session is conducted, usually with the use of a task trainer or high fidelity manikin and A/V capture
2. Debriefing Room – space for learner orientation, didactic sessions, debriefing, etc.
3. Simulation Session – a simulation session in the Simulation Center, includes learner orientation, didactic information, hands-on simulation, and debriefing
4. Learner – any participant in a simulation
5. Instructor/Simulation Session Leader – person adding content for developing the simulation scenario and is active in the conduct and debriefing of a simulation session using manikins and A/V capture
6. Scenario – orientation or briefing information for the learners, including advance readings, preparation information about the event, and patient or case information (patient history)
7. Case – facilitator and CSP staff information, including flow chart of manikin reactions, medications, and patient history. Information that allows faculty and staff to set up and administer the simulation
8. Scripts – any role play information for standardized patients, team members, or confederates taking part in the simulation
9. Debrief – post-event review with learners and instructors/simulation session leaders
10. Evaluation – feedback from learners and instructors on the event, Simulation Center, and case. The Simulation Center personnel evaluates instructors/simulation session leaders.
11. Survey – pre- and/or post-event learner data, such as level of understanding of the concepts to be taught in the simulation, experience with the skills to be taught, demographic info, etc.
12. Assessment – a grade or outcome given to a learner by an assessor/expert indicating how well the learner performed in the simulation
   a. can include checklists, Likert scales, and narratives
   b. can be used for formative (teaching) or summative (grading) purposes
13. Task trainer – low fidelity/technology simulator
14. Manikin – human-like simulator
Appendix B: Discrimination, Harassment, and Retaliation

Harassment includes, but is not limited to, unwelcome verbal abuse such as offensive racial, ethnic, or sexual threats or comments, physical conduct such as touching, rude gestures, or any type of pressure to engage in sexual activity.

Sexual harassment is a form of sex discrimination. It is defined as unwelcome sexual advances directed at a member of the opposite sex or the same sex, and other verbal, physical, or visual conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes, but is not limited to, unwelcome comments, jokes, pictures, remarks, or questions whether oral, in writing, or sent via email that are sexual in nature or content. Making obscene or lewd remarks or gestures can also be sexual harassment. This kind of conduct is improper even if there is no intent or purpose to offend someone. This conduct should not occur in the workplace.

Any incident of harassment should be reported to the Simulation Center Coordinator and course faculty.

Retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, cooperating in a discrimination or harassment investigation, or filing an EEOC claim is prohibited. Retaliation activities should be reported to immediate supervisor or human resources department.
Appendix C: Skills and Procedures Laboratory Rules for Use

1. Use of the Nursing Simulation Center after hours is limited to individuals and groups approved by the Nursing Coordinator of Clinical Performance and Simulation.

2. The Nursing Simulation Center is not liable for any accidents or injuries as a result of laboratory use.

3. All users must be pre-authorized by Simulation Laboratory staff.

4. All equipment and materials in the laboratory must be used solely for their intended purpose and may not for any reason be removed from the laboratory.

5. Proper disposal of all sharps is mandatory prior to exit.

6. Absolutely no tissue or blood work is permitted.

7. All food and beverages are prohibited in the simulation rooms.

8. Users are required to clean the work space prior to leaving.

9. Failure to comply with any of the posted rules may result in a termination of access privileges.

10. In the event of an emergency, users should contact Simulation Laboratory staff.
Appendix D: Acknowledgement of Operational Rules

I, (print your name)_________________________________________, acknowledge that I have reviewed online a copy of the IPFW Clinical Performance and Simulation Center Manual. I have read and understand the content of the manual. I understand that there may be changes made to this manual from time to time and that I will be responsible for reading and abiding by any such changes. I am further aware that I may contact the Coordinator of Clinical Performance and Simulation regarding any questions or concerns. I understand that failure to abide by the terms of this manual may lead to a suspension (temporary or permanent) of my Simulation Center privileges.

This acknowledgement is valid for four (4) years from the date that it is signed.

_________________________________________   ________________
Participant Signature                                                  Date

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Office phone (260) 481-4168

Stephen Gallagher  
Coordinator of Simulation and Technology
Stephen Gallagher
Office phone (260) 481-5797
Appendix E: Acknowledgement of Confidentiality and Video Recording

Clinical Simulation Confidentiality and Digitally Recorded Pictures Information

Confidentiality: The Faculty of the IPFW/Parkview Nursing Program deem Clinical Simulations to be of great significance for assisting nursing students with understanding various aspects of patient care in a safe environment. Students react to simulated environment and to the demands of patient care within that environment differently. Simulations are also used repeatedly so that several students can understand important aspects of care for the same clinical situations.

In order for each student to attain the fullest benefit from the Clinical Simulations, the Faculty request that no discussion of the simulation activities, including patient care techniques and student actions/reactions, take place with other students. Therefore, the faculty request each student to indicate their agreement with maintaining confidentiality by reading this information and signing the student roster.

Further, PICTURES OR VIDEO RECORDINGS will be used in preparation of moving pictures, stills, sound, and/or any other form of reproduction by Indiana University-Purdue University Fort Wayne (IPFW) or publishing agent. IPFW and its designees may use such pictures, films, video recordings, and/or products so prepared for broadcast, cablecast, audio-visual, promotion purposes, or publication.

It is understood that the use of these pictures will be for educational purposes and may also be sold for profit as an educational tool. There is no monetary reward associated with this endeavor. The benefits will be to facilitate learning within the nursing profession by the use of interactive educational tools.

By signing the course roster, you indicate your agreement to maintain confidentiality and allow the use of video recordings/pictures taken during simulations to be used as stipulated above.

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