LOYOLA UNIVERSITY CHICAGO

CENTER FOR SIMULATION EDUCATION

HEALTH SCIENCES DIVISION

POLICY & PROCEDURE MANUAL
2015
# Table of Contents

1. General Information ............................................................................................................. 1  
2. Center for Simulation Education Location and Facilities............................................. 2  
3. Mission and Vision Statements ......................................................................................... 2  
4. Governance and Organizational Structure ...................................................................... 3  
5. Code of Conduct ............................................................................................................... 4  
6. Expectations ...................................................................................................................... 5  
7. Scheduling ......................................................................................................................... 5  
8. Course Development ......................................................................................................... 6  
9. Quality Improvement Process ........................................................................................... 6  
10. Educator Orientation and Training .................................................................................. 7  
11. Confidentiality ................................................................................................................. 7  
12. Participant Physical and Psychological Safety ............................................................... 7  
13. Participant Consent .......................................................................................................... 8  
14. Independent Contractors ............................................................................................... 8  
15. Video-recording .............................................................................................................. 8  
16. Universal Precautions ..................................................................................................... 9  
17. Safety and Security ......................................................................................................... 9  
18. Cadaver Specimen Procurement, Maintenance and Removal................................... 10  
19. Equipment ...................................................................................................................... 10  
20. Equipment Maintenance and Storage ......................................................................... 11  
21. Simulated Medications and Equipment ....................................................................... 12  
22. Tours .............................................................................................................................. 12
1. General Information

The Loyola University Chicago Health Sciences Division Center for Simulation Education provides a realistic, effective, and efficient environment for teaching, assessment and research. This Policy and Procedure Manual is intended for all learners, faculty, staff, and external users of the Center for Simulation Education (CSE). As a department within the Health Sciences Division of Loyola University Chicago, the CSE adheres to all policies and procedures instituted by the University.

Address
Center for Simulation Education
Loyola University Chicago
2160 S. 1st Ave.
Bldg. 120, Room L70
Maywood, IL 60153

Directions
The CSE campus is located in Maywood, Illinois, 13 miles west of downtown Chicago and about one half mile south of the Eisenhower Expressway (I-290) on First Avenue.

From the West
Take the East-West Tollway (I-88) east. Follow signs to the Eisenhower Expressway (I-290) east to Chicago. Exit at First Avenue. Turn right at the stop light. Go straight through the Roosevelt Road intersection and watch for signs on the right.

From the North
Take the Tri-State Tollway (I-294) or the Eisenhower Expressway (I-290) south. Follow signs for I-290 east to Chicago. Exit at First Avenue. Turn right at the stop light. Go straight through the Roosevelt Road intersection and watch for signs on the right.

From the East
Take the Eisenhower Expressway (I-290) west. Exit at First Avenue. Turn left at the stop light. Go straight through the next stop light. Go straight through the Roosevelt Road intersection and watch for signs on the right.

From the South
Take the Tri-State Tollway (I-294) north. Follow signs to the Eisenhower Expressway (I-290) east to Chicago. Exit at First Avenue. Turn right at the stop light. Go straight through the Roosevelt Road intersection and watch for signs on the right.

Public Transportation
The medical center is accessible by public transportation via the Chicago Transit Authority Congress El line (Des Plaines station) and PACE bus route 308; and Metra Burlington Northern train (Brookfield station) and PACE bus route 331. Bus and train information is available by calling the Loyola parking office at (708) 216-9092 or by calling:

- Regional Transit Authority: (312) 836-7000
- PACE: (847) 364-PACE
- Metra: (312) 322-6777
Telephone
708-216-1210
708-216-0260 (Fax)

Email
simcenter@luc.edu

Operating Hours
In order to properly secure and maintain the equipment and facility, access to the CSE must be closely monitored. The Center can be accessed during regular operating hours of 8:00am-5:00pm. A designated staff/faculty member or other approved individual must be present during any activities scheduled outside of regular business hours.

2. Center for Simulation Education Facilities and Locations

Selfridge Clinical Skills Center- Rooms 330 and 398 (3rd floor of the Stritch School of Medicine) 14 patient rooms used for teaching and assessing clinical skills using standardized patients.

Walgreen Family Virtual Hospital (3rd floor of the Marcella Niehoff School of Nursing) 6 high-fidelity simulation bays, each with associated control and debriefing rooms. Manikins available include four Laerdal SimMan 3Gs, one Laerdal SimBaby, one Laerdal SimJunior, and one Gaumard Noelle birthing mother with Baby Hal.

Advanced Procedure Education Center- Room L70 (lower level of the Stritch School of Medicine) Virtual OR with METI HPS, wet/dry lab, anatomy lab, virtual reality trainers including Simbionix LAPMentor, Simbionix GI/BRONCHMentor, Mimic Robotic simulator.

Stamm Procedural Training Room and Bedside Teaching Lab- Rooms L60E and L62 (lower level of Stritch School of Medicine) Task training models, Harvey, EKG machines and a bedside teaching area are available.

3. Mission and Vision Statements

Mission Statement
The CSE provides innovative, simulation-based education and performance assessments across the continuum of education and skills development. It promotes patient safety and performance improvement with an emphasis on team-based patient care. Our work is grounded in the values of the Jesuit educational mission.

Vision Statement
- Be a leader in multi-disciplinary skills training and assessment through the development, implementation, and dissemination of innovative curricula.
Incorporate curricula that will focus on proficiency in skills, communication, teamwork and critical thinking.

Expand the current educational research by applying university standards of excellence in order to critically study the efficacy of training and assessment programs and their impact on patient safety and the translation to patient care.

Provide educators with effective contextual options for meeting the needs of all learners.

4. Governance and Organizational Structure

**Governance**
The CSE is a shared resource of the Health Sciences Division, serving the needs of the Stritch School of Medicine (SSOM), Marcella Niehoff School of Nursing (MNSON), Biomedical Sciences, and all Institutes and Programs. The CSE is also a campus-wide resource for the Loyola University Medical Center (LUMC/Trinity) system, offering simulation-based educational opportunities to all healthcare professionals within the LUMC/Trinity organization. The Executive Director is responsible for the overall operational and educational effectiveness of the CSE. The CSE Executive Director reports to the Provost, Health Sciences Division. The Center for Simulation Advisory Committee provides input and direction regarding CSE operations and program development and implementation. Advisory Committee members are representative of all constituents.

**Organizational Structure**

**Consultants:**
Manager of Technology and Innovation
Course Director PCM 2
MNSON Assistant Professor
Educational Technology Department
5. **Code of Conduct**

This Code of Conduct is intended to give all users of the CSE (learners, faculty, staff, and external users) guidelines for conducting themselves in order to maintain a safe and productive environment for all. This Code of Conduct is provided to all undergraduate students in their first year (medical and nursing), all faculty at their simulation faculty orientation, and all residents through their residency coordinator. A copy of this Code of Conduct is displayed on a wall in each facility within the CSE.

a. Professionalism must be displayed by all users, faculty and staff at all times. All users must act in a manner that does not disturb the academic activities occurring in the Center.

b. Disrespect toward students, faculty, staff, the space and its resources will not be tolerated.

c. All learners are expected to be prepared for all simulation activities. All pre-activity work assigned should be completed before scheduled simulations.

d. The CSE is a shared space. As such, users are expected to clean up after themselves.
   1. Simulation bays, control rooms, and debriefing rooms should be cleared of all supplies, papers, and equipment that are not part of the standard room set up by the end of each day.
   2. Garbage should be thrown away.
   3. All consumable supplies that can be reused should be left neatly where they were set up.

e. Any damage to equipment or operating problems should be reported to the CSE staff immediately by e-mailing simcenter@luc.edu or calling x61210.

f. NEVER use ink pens, felt-tipped markers, iodine or betadine near the manikins or task trainers. These items will PERMANENTLY stain the equipment.

g. Do not use the equipment for any purpose other than specified.

h. Food and drink are permitted in the classroom (L60F), conference room (L74), assessment center (398), all debriefing rooms in the Virtual Hospital. It is expected that all garbage will be thrown away and the area left clean.

i. Food and drink are not permitted in the simulation bays, procedure training room (L62), or the multi-purpose room (L71).

j. Drinks with lids are permitted in all areas except the simulation bays.

k. All spills must be reported immediately to the CSE staff by e-mailing simcenter@luc.edu or calling x61210.

l. Learners participating in educational and performance assessment activities will adhere to the same clinical dress code as they would for their respective discipline.

m. A visible school/hospital ID badge is required at all times.

n. Medical students are required to wear a white coat for all Standardized Patient encounters and appropriate dress as directed by course director for other simulation activities.

o. Nursing students are required to wear school uniform and/or lab coat for all simulated patient encounters.

p. Only closed-toe shoes may be worn.

q. A stethoscope should be brought to all standardized patient and high-fidelity simulation sessions.

r. The CSE must be notified of cancellations within 48 hours of the scheduled session.

Violations of the Code of Conduct are handled at the discretion of the respective Simulation Director.
6. Expectations

<table>
<thead>
<tr>
<th>LEARNER</th>
<th>SIMULATION EDUCATOR</th>
<th>STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the CSE Code of Conduct</td>
<td>Review the CSE Code of Conduct</td>
<td>Review the equipment/supply needs of the session</td>
</tr>
<tr>
<td>Come prepared by completing any pre-work that was assigned</td>
<td>Review all course materials prior to the session</td>
<td>Ensure the proper set-up of the session including correct amount of supplies for anticipated learners</td>
</tr>
<tr>
<td>Be on time for your scheduled session</td>
<td>Be on time for the scheduled session you are facilitating</td>
<td>Be on time for the scheduled session you are supporting</td>
</tr>
<tr>
<td>Be willing to suspend your disbelief and treat the simulation as if it were a real-life encounter</td>
<td>Inspect the set-up of the activity to assure that it aligns with the stated objectives and outcomes</td>
<td>Respond appropriately and within a timely manner to equipment malfunctions</td>
</tr>
<tr>
<td>Be fully engaged in both the simulation and the debriefing/feedback session</td>
<td>Be fully engaged in both the simulation and the debriefing/feedback session</td>
<td>Engage in the session as requested by the simulation educator</td>
</tr>
<tr>
<td>Be respectful of all learners, staff, and faculty</td>
<td>Be respectful of all learners, staff, and faculty</td>
<td>Be respectful of all learners, staff, and faculty</td>
</tr>
<tr>
<td>Adhere to the dress code as stated in the Code of Conduct unless otherwise notified</td>
<td>Wear proper professional attire per university or health system dress code</td>
<td>Wear proper professional attire per university dress code</td>
</tr>
<tr>
<td>Maintain confidentiality regarding the session</td>
<td>Maintain confidentiality regarding the session</td>
<td>Maintain confidentiality regarding the session</td>
</tr>
<tr>
<td>Complete an evaluation at the conclusion of the session</td>
<td>Complete simulation technician evaluation (if applicable)</td>
<td>Complete simulation educator evaluation (if applicable)</td>
</tr>
</tbody>
</table>

7. Scheduling

a. To ensure fair and equitable allocation of the resources available within the CSE (resources include staff, faculty, space, supplies, equipment, manikins, simulators), all users must use the on-line Room Reservation system.

b. Undergraduate medical and nursing students will have first priority for all educational/performance assessment sessions.

c. Deadlines for scheduling requests will vary according to the complexity and demands of each session.
   1. Sessions that require case development (standardized patient or high-fidelity simulation) require 6-8 weeks prior to the date of the experience.
   2. Sessions that require task-training models and/or virtual reality simulators require two weeks prior to the date of the experience.
   3. High-fidelity simulation sessions with an established case require 2 weeks prior to the date of the experience.
   4. Surgical skills workshops using specimens require 3 weeks prior to the date of the experience.

d. When conflicts arise in scheduling, the CSE staff will work with users to accommodate specific needs of all parties.
e. CSE staff must be notified if any scheduled event will be cancelled at least 48 hours prior. Violation of this cancellation policy will be handled at the discretion of the respective Simulation Director.

8. Course Development
a. Complete an **Activity Request Form**. You can find this form on the CSE website (luc.edu/hsd/simulation), send an e-mail to simcenter@luc.edu and request the form, or call the Administrative Director at 708-216-1210.
b. Return the completed form to the Administrative Director at simcenter@luc.edu.
c. An initial screening of your completed form will be done by the CSE Executive Director and the CSE Administrative Director. They may request clarification on the information that was provided. You should expect to hear from them within 2 business days of receiving the form.
d. You will be provided with contact information for the Simulation Clinical Educator who will fill out a Course Development Form and help you with the instructional design of your activity. Together you will develop a strong educational activity. The length of time for development will vary. (In some cases, it may not be necessary to meet with the Simulation Clinical Educator and you will be given immediate access for scheduling your activity).
e. The completed educational activity information will be sent to the appropriate director for final approval.
   1. Standardized patient cases must be approved by the Executive Director of the CSE.
   2. School of Nursing simulation scenarios must be approved by the Director of Simulation for the Marcella Niehoff School of Nursing.
   3. School of Medicine simulation scenarios must be approved by the Director of Simulation for the Stritch School of Medicine.
   4. Non-student simulation scenarios must be approved by Executive Director.
   5. Advanced Procedure Education Center sessions must be approved by the Surgical Director of APEC.
   6. Final approval once development of course has been completed should be within 5 business days.
f. Users are welcome to use pre-developed cases/scenarios that are part of the CSE’s library. (Please note that some cases/scenarios cannot be shared due to copyright laws or in order to protect intellectual property).
g. CSE templates will be used for all case and scenario development.
h. Piloting of all cases and/or scenarios is required.

9. Quality Improvement Process
The CSE is committed to providing high quality education and assessment sessions. In an effort to maintain standardization and overall quality, a quality improvement process is in place. This process requires the evaluation of all sessions held in the CSE. Learners are required to complete an evaluation at the conclusion of each session which provides data regarding the effectiveness of the educator, whether stated objectives were met, and the overall experience within the simulated environment. Simulation facilitators are required to complete a simulation technician evaluation (when applicable) which provides data regarding set up, equipment functionality, and the overall effectiveness of the simulation technician. The simulation technician completes an evaluation of the simulation facilitator which provides data regarding the standardization of the session. Each evaluation also has a “Comment” section which may yield additional qualitative data. This
360° approach allows for a complete review of each education and assessment session. Data and comments are funneled to the appropriate course, clerkship, or simulation director at the end of each academic semester, at the conclusion of a stand-alone session, or if data suggests a need for immediate review. Recommendations are made based on quantitative and qualitative evaluation data. The CSE department meets bi-annually to review evaluation data regarding CSE operations. Areas for improvement are identified and responded to appropriately.

10. Simulation Educator Orientation and Training

All new simulation educators will be required to view an asynchronous e-module prior to their first teaching session. This e-module will have an overview of simulation, levels of simulation educators, learning theories and how they apply to simulation, and best practices within simulation education. One-on-one mentoring with the Simulation Clinical Educator will be required prior to the initiation of any simulation activity. A debriefing module will also be required when applicable.

11. Confidentiality

In order to preserve the realism of the scenarios and the integrity of the cases used in the CSE, and to provide an equitable learning experience for each student, all persons using the CSE will be required to sign a confidentiality agreement. In signing, the participant agrees to:

- Not share any simulation scenario information with others outside of the simulation group;
- Not share or disclose specific simulation patient health information;
- Not share student performance with anyone other than those in the simulation group;
- Not misuse or be careless with simulation information.

Due to the digital recording capability of all standardized patient encounters and high-fidelity simulations, these sessions will be treated as if learners were working with a real patient. Participants are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Participants will agree to report any violations to the appropriate simulation director.

Only pre-determined observers may be present in the CSE during any activity in order to maintain the integrity of the program.

12. Learner Physical and Psychological Safety

The CSE is cognizant that the nature of simulation can sometimes pose physical and/or psychological risks to the learner. To minimize these risks, simulation educators are responsible for pre-briefing which enables the learner to suspend disbelief so that they can immerse themselves safely in the simulation. Simulation educators are expected to provide a pre-brief that reminds learners of the objectives of the simulation and also discusses the need for confidentiality, respectful communication, and mutual support.

In the event that a learner becomes uncomfortable or threatened by the simulation, the simulation educator will be responsible for determining the appropriate course of action including continuing or stopping the simulation. The learner’s emotional reaction to the simulation should be discussed in a private setting. The appropriate simulation director should be notified within a reasonable timeframe. The simulation director will be responsible for following up with the learner.
In the event that a learner’s physical safety is compromised, the simulation educator will stop the simulation, assess the learner, activate the emergency medical response system (if warranted), and then notify the appropriate simulation director.

13. Participant Consent

All individuals who participate in an educational experience in the CSE must complete a Participant Consent-Agreement Form. This form must be completed prior to the individual’s first visit to the CSE. Students, standardized patients, paramedics, and new simulation educators will be given the Participant Consent-Agreement Form during their orientation. Simulation educators new to the CSE will complete the consent form prior to the activity they will be participating in. This form allows the CSE to photograph or record the participant for educational purposes as well as use any data collected for IRB approved educational research and/or quality improvement purposes. By signing the agreement the participant agrees to release and hold harmless Loyola University Chicago from any liability related to any physical or psychological injury/illness that occurs when the participant is in the CSE.

14. Independent Contractors

The CSE contracts with individual vendors on an as needed basis in order to support the educational mission. The work schedule for an individual vendor often varies and is subject to the operational needs of the CSE. The Standardized Patient Trainer and Coordinator or other CSE staff will provide an exact schedule. CSE activities occur at various times of the day, including evenings, and weekends.

Individual vendors are considered independent contractors and as such are not an employee of Loyola University Chicago Health Sciences Division. Individuals serving as independent contractors are paid a flat pre-determined amount, which is made known to the vendor at the time of his/her training.

Compensation varies from case to case and is in part determined by the complexity of the role, the number of encounters, if a physical exam is part of the role, and expected length of time that the vendor will need to be present on-site.

Payment should be expected to be received within 15 business days of the last day worked. Taxes are not deducted from the check. However, Loyola University Chicago will provide a federal 1099 form at the end of the year. In order to process the pay for an individual vendor it is necessary to have the individual’s correct social security number and address. You will be asked to provide this information at the time of your hire for a role. It is the responsibility of the vendor to provide the CSE with changes in address or name changes.

15. Video-recording

All SP cases and simulations may be recorded using the EMS video-capture system. The nature of the equipment and the campus firewalls do not allow students to view videos off-campus. Students will be given access to their video only when it is required as part of the course activity. Faculty can view videos off-campus if they have VPN capabilities. All video recordings are protected within the system. Passwords are required to view videos once access has been granted. Access is granted only through the Administrative Director at the direction of the appropriate Activity Director. All video recordings will be deleted from the
system 4 weeks after the simulation encounter unless they need to be archived for IRB approved projects. Course directors may view performance videos for remediation purposes.

16. Universal Precautions

a. Any piece of equipment that comes in contact with simulated patient body fluids is considered contaminated and needs to be handled appropriately. Non-sterile gloves that are worn should be disposed of in non-biohazard trash cans. If a sharps container is full, please inform a staff member so that it may be properly removed.

b. It is possible that learners may come in contact with equipment that contains latex. Any persons with known latex allergies or sensitivities should let the educator know prior to the activity. Those with a known sensitivity/allergy to latex should take precautions while using or handling latex parts by wearing non-latex gloves.

c. In accordance with the Center for Disease Control all sharps are to be handled safely and disposed of properly. In the event of a “clean” needle stick, the educator should be notified immediately so that first aid can be provided. First Aid kits are available in each facility. CSE staff should be notified to retrieve the first aid kit. Student or Occupational Health will be called. An incident report will be made within the CSE and the appropriate Simulation Director will be notified.

d. Report any injury, lightheadedness, or skin irritation to a faculty or staff member immediately.

e. Hand washing or use of hand sanitizers will be part of the practice in all components of the CSE. This helps to keep manikins and equipment clean, reinforces the habit of hand washing, especially with standardized patients, and decreases the chance of cross-contamination.

17. Safety and Security

a. In the event of an emergency, call 911.

b. CSE staff will notify Security if/when any part of the Center is being used during off hours. All users should report any suspicious behavior to Security at x69077.

c. It is the responsibility of the users of the facility to be aware of emergency exits and the location of fire extinguishers in each part of the CSE. In case of a fire drill or actual fire, all persons must evacuate the building.

d. The CSE adheres to the university policy regarding extreme weather events as a guideline.

   1. It is the intent of the University to operate according to normal schedules whenever possible and to cancel classes or close offices only when it is extremely difficult for students and employees to commute.

   2. In the event that weather or other Acts of God render conditions so serious as to necessitate closing University offices and canceling classes, the following radio and television stations will be notified:

   RADIO TELEVISON

   WGN 720 AM Channel 9 
   780 AM Channel 2
   Channel 5
   WBBM 780 AM Channel 2
   WMAQ 670 AM Channel 5
   WLS 890 AM Channel 7
18. Cadaver Specimen Procurement, Maintenance and Removal

The CSE contracts with the Anatomical Gift Association for workshops requiring human cadaveric specimens. Embalmed, lightly embalmed, and unembalmed cadaver specimens can be procured. There is a CSE procurement fee as well as a fee for the specimen. The specimen fee includes the delivery and removal of the specimen, blood testing (if applicable), and cremation costs. A walk-in cooler is available for unembalmed specimens. The cooler is temperature monitored and the temperature does not exceed 40°F.

Embalmed cadaveric specimens can remain in the lab for up to one year for on-going courses. The CSE staff is responsible for the maintenance of these specimens, including adding a formalin/water solution to the cadaver tables as needed. The staff provides a clean and safe environment for cadaver workshops. All instruments and supplies associated with the cadaver workshop will be properly cleaned and stored. Proper precautions are taken when handling any human tissue, including the wearing of gloves and gowns. Cadaver tables are cleaned with a bleach solution once cadavers have been removed.

Material safety and data sheets for formalin and bleach are posted in the lab.

19. Equipment

CSE equipment is the property of the University and should be treated as such. Some equipment can be loaned to other departments but must remain on campus. E-mail simcenter@luc.edu or call x61210 for more information on borrowing equipment.

The following equipment is available in the CSE:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>TYPE</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laerdal SimMan 3G</td>
<td>Adult Manikin</td>
<td>4</td>
</tr>
<tr>
<td>Laerdal SimBaby</td>
<td>Infant Manikin</td>
<td>1</td>
</tr>
<tr>
<td>Laerdal SimJunior</td>
<td>Pediatric Manikin</td>
<td>1</td>
</tr>
<tr>
<td>Laerdal SimMan</td>
<td>Adult Manikin</td>
<td>1</td>
</tr>
<tr>
<td>Meti HPS</td>
<td>Adult Manikin</td>
<td>1</td>
</tr>
<tr>
<td>Gaumard Noelle and Baby Hal</td>
<td>Maternal and Neonatal Birthing Simulator</td>
<td>1</td>
</tr>
<tr>
<td>Simbionix LapMentor</td>
<td>Laparoscopy VR Trainer</td>
<td>1</td>
</tr>
<tr>
<td>Simbionix GI/BRONCH Mentor</td>
<td>Colonoscopy/Bronchoscopy VR Trainer</td>
<td>1</td>
</tr>
<tr>
<td>Mimic dV Trainer</td>
<td>Robotic VR Trainer</td>
<td>1</td>
</tr>
<tr>
<td>University of Miami Gordon Center- Harvey</td>
<td>Cardiopulmonary Patient Simulator</td>
<td>1</td>
</tr>
<tr>
<td>Physio-Control</td>
<td>Defibrillator</td>
<td>3</td>
</tr>
<tr>
<td>Lecat</td>
<td>Ventriloscope</td>
<td>2</td>
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<tr>
<td>Sonosite Turbo</td>
<td>Ultrasound Machine</td>
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<tr>
<td>Sonosite S-FAST</td>
<td>Ultrasound Machine</td>
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<tr>
<td>GE</td>
<td>Hand-held VScan Ultrasound</td>
<td>3</td>
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<tr>
<td>Kyoto</td>
<td>Ear Examination Task Trainer</td>
<td>5</td>
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<td>Kyoto</td>
<td>Eye Examination Task Trainer</td>
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<td>Kyoto</td>
<td>Lumbar Puncture Task Trainer</td>
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<td>Arterial Puncture Task Trainer</td>
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<tr>
<td>Manufacturer</td>
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<td>Quantity</td>
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<tr>
<td>--------------</td>
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<tr>
<td>Kyoto</td>
<td>Male Catheterization Task Trainer</td>
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<td>Nasco</td>
<td>Male Catheterization Task Trainer</td>
<td>2</td>
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<td>Female Catheterization Task Trainer</td>
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<td>Kyoto</td>
<td>Central Line Insertion Task Trainer</td>
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<td>Simulab</td>
<td>Central Line Insertion Task Trainer</td>
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<td>Laerdal</td>
<td>NG Tube and Trach Care Task Trainer</td>
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<td>Limbs and Things</td>
<td>Clinical Pelvic Exam Task Trainer</td>
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<td>Simulab</td>
<td>Thoracentesis Simulator</td>
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<td>Intravenous Training Arm</td>
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<td>Visual-Tactile Breast Examination Trainer</td>
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<td>iPad Mini</td>
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<tr>
<td>Dell</td>
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<td>14</td>
</tr>
</tbody>
</table>

### 20. Equipment Maintenance and Storage

Proper maintenance of all equipment is essential to the operations of the CSE. The Simulation Specialist and Simulation Education Technician are responsible for preventative maintenance of all task trainers as well as high-fidelity manikins that do not have a maintenance and support agreement. Manufacturer recommendations for proper care are followed for every use. Routine maintenance includes:

a. **WEEKLY**
   1. Flush out all IV lines and internal fluid holders
   2. Remove all tape glue from manikins
   3. Wipe down equipment with wet cloth including manikins, crash carts, and touch screen monitors
   4. Change linens on all beds
   5. Stock crash carts

b. **MONTHLY**
   1. Check for software and hardware updates on manikins, virtual reality simulators, and laptops
   2. Test to insure all fluids are running properly
   3. Check that defibrillators are running properly and cables are working
   4. Recalibrate fluid flow meter
   5. Check all equipment in Selfridge Clinical Skills Center; replace bulbs and batteries as needed

c. **YEARLY**
   1. Replace any damaged or worn skin
   2. Schedule maintenance of equipment with vendors

The CSE has two identified storage areas for equipment and supplies. One is located in the Walgreen Family Virtual Hospital and the second is in the Stamm Procedural Training Room. In order to maintain an accurate inventory of supplies and to ensure that all equipment is properly stored, only the Simulation Specialist and Simulation Education Technician (or other designated CSE staff) can remove or replace equipment and supplies from these areas.
21. Simulated Medication and Equipment

a. Authentic medications are not permissible in the CSE. Only simulated medications may be used. All medications should be clearly labeled “simulated.” Simulated medications may be purchased by a vendor or created in the CSE by the Simulation Specialist and/or the Simulation Education Technician.

b. All simulation equipment is for non-clinical use only. Equipment such as defibrillators and ultrasound machines are clearly labeled “For Educational Purposes Only.” Purchase agreements for this equipment specify that real-patient care use is prohibited.

c. The CSE does accept expired supplies. These are coded as such in inventory processes and are separated from non-expired supplies in storage areas.

22. Tours

The CSE will provide tours of the facility to interested parties upon request. Contact simcenter@luc.edu or call 708-216-1210 to schedule a tour. High School tours are offered from January-May. This is a 3 station interactive tour including a cadaver station, pathological specimen station, and a hands-on demonstration with the human patient simulator. Tours are limited to 50 participants.

This Policy and Procedure Manual applies to all learners, educators, staff, and visitors who enter the Center for Simulation Education. The manual will be reviewed on an annual basis by the Executive Director. Any necessary modifications will be made to ensure that all information presented is accurate.