Mission

The mission of The F. Marie Hall SimLife Center is to promote simulation-based inter-professional education and research for the benefit of patients, community, health care students, and health care professionals.

Vision

Bringing Learning to Life - by method of integrating simulation throughout various curricula using simulators, partial trainers, standardized patients, authentic medical equipment and supplies, virtual reality, and modern technology;

and,

-by supporting the mission of Texas Tech University Health Sciences Center: to educate health professionals for improving public health through research, inter-professional teamwork, patient care, community engagement, and service.

The F. Marie Hall SimLife Center Operating Policies and Procedures (OP) have been reviewed and accepted by Sharon Decker, PhD, Director of The F. Marie Hall SimLife Center. The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Sharon Decker, PhD, RN, ANEF, FAEN – Director
The F. Marie Hall SimLife Center

Date
#1 Utilization of Simulators and Accessory Equipment

TTUHSC
The F. Marie Hall SimLife Center OP:

PURPOSE: This F. Marie Hall SimLife Center policy is to ensure that all users receive the appropriate training to promote effective learning.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy
Due to the cost of simulators, special considerations have to be taken before utilization. Prior to using all specific simulators, 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 and accessory equipment.

Procedure

1. The SimLife Center’s faculty and staff will provide simulation in-services throughout the year. The dates will be available on the SimLife enter’s website along with registration. Registration can also be made via the SimLife Center’s main phone line.

2. If unable to attend training sessions, notification of at least 2 weeks prior to anticipated use will be required to allow enough time for scheduling individual orientation sessions. Notification must be via email or online submissions.
#2 Faculty/Staff Qualifications

**Purpose:** This F. Marie Hall SimLife Center policy is to define the appropriate faculty qualifications for utilization of simulators.

**Review:** The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

**Policy**
Faculty must be properly trained how to use the simulators specific to their area of practice by The F. Marie Hall SimLife Center faculty. There will be an orientation class for both new faculty along with updates. If the faculty is not properly trained by The F. Marie Hall SimLife Center faculty, then they will not be allowed to use the equipment/simulator until being trained properly.

**Procedure**

1. Faculty/Staff who utilize any type of simulator or simulation must attend an in-service related to the proper usage of different types of simulators.
2. Faculty/Staff must also attend an orientation related to the specific simulators being utilized such as SimMan 3G, SimNewb, SimBaby, Harvey, Virtual IV Simulators, Endoscopy Simulator, Lap Mentor or the 3D Simulator before usage.
3. Simulation workshops will be provided once a semester to train both new faculty and current faculty allowing the opportunity to attend for updates.
4. If Faculty/Staff have not utilized a specific simulator within a 6 month period, a refresher orientation is required.
5. Other one-on-one workshops will be held at the discretion of circumstances and available opportunities.
TTUHSC #3 Check Out of Equipment/Simulators/Supplies
The F. Marie Hall SimLife Center OP:

PURPOSE: This F. Marie Hall SimLife Center policy is to explain the proper loaning procedures of equipment/simulators/supplies.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy
The F. Marie Hall SimLife Center allows students, faculty and partners to check out specific equipment, simulators and supplies. The responsibility for equipment damage is assumed by the requestor and monetary compensation is required if damaged. Any equipment with the cost of $300 or greater is not to be checked out to students. Check out of equipment of greater than $300 by faculty and partners must be approved by The F. Marie Hall SimLife Director.

Procedure
1. Specific equipment and supplies may be checked out by for 3 days. Renewal for additional days may be obtained via email, phone, or in person if no other requests are pending.
2. Designated simulators check-out will be at the discretion of The F. Marie Hall SimLife Center.
3. Equipment and supplies to teach certification courses may be checked out after approval by The F. Marie Hall SimLife Center Faculty/Staff. There is a daily cost for the rental of certification equipment.
4. Under no circumstances may sharps be removed from The SimLife Center unless approved by the Director.
TTUHSC  #4 Universal Precautions Related to Food and Drink
The F. Marie Hall SimLife Center OP:

PURPOSE: This F. Marie Hall SimLife Center policy assures no food or drinks are allowed throughout the Center with the exception of the standardized patient lounge.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy
With the exception of the standardized patient lounge, no food or drinks are allowed throughout The F. Marie Hall SimLife Center. Individuals with identified medical conditions that require exceptions should discuss this with their Faculty. The F. Marie Hall SimLife Center must be aware of the exception.

Procedure
Any food or drink will be disposed of properly if found by The F. Marie Hall SimLife Center Faculty/Staff.
#5 Use of Standardized Patient Lounge

**The F. Marie Hall SimLife Center OP:**

**PURPOSE:** This F. Marie Hall SimLife Center’s policy clarifies the appropriate usage of the standardized patient lounge area.

**REVIEW:** The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

**Policy**

The Standardized Patient Lounge serves as the waiting area for individuals participating in simulated experiences. Approval regarding the usage of the area for any other purpose must be obtained by the Director of The F. Marie Hall SimLife Center.

**Procedure**

1. Special request of The F. Marie Hall SimLife Center Standardized Patient Lounge must be provided via email.
2. Standardized Patients have the priority for scheduling of the Lounge.
3. Additional simulated experiences such as in-services or certification courses can access the Lounge when not in use by Standardized Patients.
4. All users are required to leave the Standardized Patient Lounge area clean.
TTUHSC #6 Scenario Development

The F. Marie Hall SimLife Center OP:

PURPOSE: This F. Marie Hall SimLife Center policy ensures all simulated activities are developed and supported by evidence-based research.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy

Simulated experiences offered in The F. Marie Hall SimLife Center will be developed and supported by evidence-based research in an effort to promote “thinking in action.” This database will be compiled into a library and available to Faculty and Partners. All users will need to be trained on resources and requirements used to develop evidence-based scenarios.

Procedure

1. All scenarios must be written with the understanding that they will become available to all users.
2. In-services will be provided to Faculty and partners for the development of scenarios. Dates for training seminars will be posted to the SimLife Center’s website or will be scheduled individually.
3. It is highly recommended that scenarios be reviewed by an expert panel and piloted prior to use for teaching/evaluated purposes.
4. Scenarios compiled in The F. Marie Hall SimLife Center library become the property of TTUHSC.
TTUHSC #7 Set-up/Tear-down
The F. Marie Hall SimLife Center OP:

PURPOSE: This F. Marie Hall SimLife Center policy is to ensure proper set-up and tear-down of all simulated experiences.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy
Simulated experiences to include tear-down and set-up supported by The F. Marie Hall SimLife Center will be the responsibility of faculty and staff of the Center. Set-ups will be completed utilizing the requests submitted through the SimLife Center website. Tear-downs will be conducted in a manner that will maximize the life expectancy of all equipment, manikins, and simulators.

Procedure

Set-ups
1. 24 hours prior to the simulated experience, faculty will review each request and appoint appropriate staff to assist in acquiring manikins, equipment, simulators, and supplies needed for each experience.
2. The set-up(s) will be completed one hour before the simulated experience is to begin.
3. Course faculty responsible for the simulated experience are expected to critique the set-up(s) at least 30 minutes before the scheduled experience.

Tear-downs
1. The tear-downs will be initiated at least 30 minutes after the simulated experience ends.
2. All manikins must be cleaned and inspected (maintenance to be initiated if needed) prior to being stored.
3. All tape, wounds, IVs, and moulage must be removed within 24 hours.
4. The manikins and equipment must be stored in the proper case.
#8 Certification Courses

The F. Marie Hall SimLife Center OP:

**PURPOSE:** This F. Marie Hall SimLife Center policy is to ensure all certification courses maintain national standards.

**REVIEW:** The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

**Policy**

All certification courses provided through The F. Marie Hall SimLife Center will adhere to the standards set forth by the accrediting agency.

**Procedure**

1. A copy of administrative manuals for all courses must be available in The F. Marie Hall SimLife Center.
2. Have appropriate equipment and supplies to conduct the specific course available in The F. Marie Hall SimLife Center.
3. The pedagogy of simulation should be evident in all certification courses conducted in The F. Marie Hall SimLife Center.
4. All certification courses will be charged an appropriate utilization fee.
TTUHSC #9 Remediation/Tutorial
The F. Marie Hall SimLife Center OP:

PURPOSE: This F. Marie Hall SimLife Center policy is to identify remediation/tutorial protocols involving simulation.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy
Simulated learning experiences for remediation/tutorial purposes must be referred by self or Faculty to The F. Marie Hall SimLife Center.

Procedure
1. All simulation remediation/tutorial activities must be completed within The F. Marie Hall SimLife Center.
2. Educators are responsible for designing and evaluating the remediation/tutorial activity.
3. An online remediation/tutorial form must be completed when making the appointment for the simulation experience.
4. The F. Marie Hall SimLife Center Faculty are responsible for the preparation of the simulated remediation/tutorial activities.
#10 Offsite Use of Equipment and Simulators Costing Equal to or Greater than $5,000

**PURPOSE:**
This F. Marie Hall SimLife Center policy is to ensure proper utilization of equipment costing equal to or greater than $5,000.

**REVIEW:**
The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

**Policy**
All equipment and/or simulators costing $5,000 or greater when utilized outside The F. Marie Hall SimLife Center will be accompanied by a faculty or staff of the Center.

**Procedure**
1. SimLife Center faculty/staff accompanying equipment will provide an in-service to the specific equipment and/or simulators.
2. SimLife Center faculty/staff will provide set-ups, tear-down, and manikin cleaning for the simulated experience.
3. Fees related to the use of specific equipment and/or simulators will be set by The F. Marie Hall SimLife Center.
4. Individuals at the receive facility who will be running the simulated experiences will be required to attend an orientation related to the specific equipment with appropriate documentation.
5. Receiving facility will provide the adequate space for the simulated experience and security for the equipment and/or simulators.
6. Receiving facility must accept responsibility for any damages requiring repairs or maintenance of the equipment and/or simulators.
7. All personnel utilizing equipment and/or simulators must complete an evaluation form.
#11 Offsite Use of Equipment and Simulators Costing Less than $5,000

**Purpose:** This F. Marie Hall SimLife Center policy is to ensure proper utilization of equipment costing less than $5,000.

**Review:** The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

**Policy**
All equipment and/or simulators costing less than $5,000 when utilized outside The F. Marie Hall SimLife Center will not be accompanied by a faculty or staff of the Center provided the customer has had adequate documented training in the use of specific equipment and/or simulator.

**Procedure**

1. SimLife Center faculty/staff will provide an in-service to the specific equipment and/or simulators.
2. Fees related to the use of specific equipment and/or simulators will be set by The F. Marie Hall SimLife Center.
3. Individuals checking out the equipment and/or simulators are required to receive an orientation related to the specific equipment with appropriate documentation.
4. Individuals checking out the equipment and/or simulators must accept responsibility for any damages requiring repairs or maintenance of the equipment and/or simulators.
5. All equipment and/or simulators are cleaned by The F. Marie Hall SimLife Center’s faculty/staff (exceptions based on certification guidelines).
6. All personnel utilizing equipment and/or simulators must complete an evaluation form.
TTUHSC #12 Operating Hours

The F. Marie Hall SimLife Center OP:

PURPOSE: This F. Marie Hall SimLife Center policy is to provide users with regular business hours and selected areas for 24-hour access for designated learners. Allowing adequate time for scheduling of activities ensures students have an optimized learning experience with access to trained personnel, supplies, space, and equipment.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy

In order to properly secure and maintain the equipment and facility, access to the SimLife Center must be closely coordinated. The F. Marie Hall SimLife Center can be accessed during regular operating hours from 7:00 a.m.-5:00 p.m. Monday-Friday. The SimLife Center will be closed on all official university holidays. Selected areas are available 24 hours a day, seven days a week with appropriate key card access for designated learners.

Procedure

1. Scheduling of specific courses and/or utilization of The SimLife Center after hours must be coordinated at least two weeks prior to the requested activity utilizing the online form.

2. A designated staff/faculty member or approved individual from The SimLife Center must be present during any activities scheduled outside of regular business hours. Special situations may require financial obligations negotiated with the director of The SimLife Center.

3. To request keycard access for selected 24-hour areas are available to isolated individuals and must be obtained through the Director of The F. Marie Hall SimLife Center’s. Once access is approved there is no need to contact the senior business administrator for scheduling of this area during after hours.

4. All users of The SimLife Center are required to leave the area in the condition that it was found prior to their departure. Conditions that do not reflect pre-activity standards requiring excessive maintenance by The SimLife Center will result in financial obligations.
#13 Check-In

**PURPOSE:** This F. Marie Hall SimLife Center’s policy allows for accurate documentation of utilization necessary for fiscal and resource planning.

**REVIEW:** The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

**Policy**

All TTUHSC internal or external users to include faculty, residents, students, visitors, partners and vendors must check-in upon entering The F. Marie Hall SimLife Center. Check-in ensures learners are accounted for attendance purposes, alerts the staff to begin the respective activity, and tracks the utilization of the Center.

**Procedure**

1. Upon arriving for any activity within The F. Marie Hall SimLife Center, all students and residents must check-in with the Senior Business Assistant or Kiosk.
2. Visitors and partners must check-in with the Senior Business Assistant.
3. If the activity allows for reentrance throughout the day, there is no need to check back-in. However, if the activity spans across multiple days, each participant is required to check-in at the start of each day.
4. Once checked in, the individual will be directed to the appropriate location.
5. Individuals delivering materials to The F. Marie Hall SimLife Center must check-in with the Senior Business Assistant to be directed to the appropriate area.
TTUHSC #14 Research, Grants, and Publication
The F. Marie Hall SimLife Center OP:
PURPOSE: This F. Marie Hall SimLife Center policy allows for the coordination of research, grants, and publication activities.
REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy
The F. Marie Hall SimLife Center encourages research collaboration amongst all professions and with partners related to simulation. Any research, grant, and publication activities that require utilization of the SimLife Center and its resources and/or time devoted from its staff or faculty should be coordinated with The F. Marie Hall SimLife Center personnel. Adequate time is required for coordinating and scheduling research related activities. Thirty days prior to the requested research activity, grant deadline, or publication submission is recommended.

Procedure
1. Faculty exploring opportunities related to grants and research involving simulation are recommended to meet with the Director and or Coordinators of the SimLife Center during the planning phase.
2. To begin coordination of related research activities/endeavors, contact the SimLife Center’s senior administrative assistant at least 30 days in advance to initiate a meeting with the Director and/or coordinators. At least one of these individuals will meet with the requestor within 5-7 business days to initiate the activity.
3. Pending scheduling of the SimLife Center, availability of staff, and feasibility of the study to be conducted, the Director and/or coordinators will provide guidance for proceeding with the activity.
4. Requestors should be prepared to discuss logistical considerations for the activity such as the role of the SimLife Center’s staff and faculty in carrying out the activity, timeframe, and the supplies, space, and personnel needed.
5. Requestors should consider how the SimLife Center’s faculty will be involved as the grant/research co-investigator and publication co-author relevant to the level of involvement they expect of the SimLife Center’s faculty.
TTUHSC #15 Standardized Patients Employment
The F. Marie Hall SimLife Center OP:

**PURPOSE:** This The F. Marie Hall SimLife Center policy ensures that all individuals hired as Standardized Patients will be classified as part time TTUHSC employees as protocol established by Human Resources.

**REVIEW:** The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

**Policy**
The F. Marie Hall SimLife Center will adhere to the TTUHSC Operating Policy and Procedure (OP) in establishing responsibility and policy regarding the employment of all part time employees designated as standardized patients.

**Procedure**

1. **General Employment Policies.**
   a. **Classification of Employees designated as Standardized Patients (SP).** Employees in the position of standardized patient (SP employee) shall be classified as part-time employees (HSC job code P3923) in accordance with HSC OP 70.11 (section 5.a). Individuals hired as SPs cannot be currently employed by or enrolled in any school at TTUHSC.
   b. **Expectancy of Continued SP Employment.** Continuation of SP employment at TTUHSC is at the discretion and will of the institution and will be reviewed annually. For further information see HSC OP 70.31.
   c. **Salary Increases.** SP part time employees will be eligible for salary increases according to HSC OP 70.11 based upon:
      1. Length of regularly assigned work hours (at least 12 months).
      2. At least one (1) positive annual performance evaluation.
      3. No negative performance evaluations or counseling in prior 12 months.

3. **General Policy.**
   a. Part time employment as standardized patients shall be on the basis of qualifications and suitability in adhering to HSC OP 70.11.
b. SP part time employment is subject to the following conditions:
   (1) Hours of employment are subject to the needs of The SimLife Center and
   (2) In guidelines with HSC OP 70.20 including the required criminal
   background check.

3. Advertising, Recruiting, and Employee Selection Procedures.
   a. Follow establish policies set forth by HSC OP 70.24.
   b. Vacant positions will be reviewed for part time employment according to HSC OP 70.11.

4. Employment of Standardized Patients.
   Upon employment, the SP is required to complete the Standardized Patient Profile [attachment A]. This information will be used in the selection of SPs for SimLife Center activities.

   a. Assignment of Work Hours.
      Employment is based upon an 'as-needed' basis to support the SP activities of
      The SimLife Center.

      The number and continuation of work hours are not guaranteed and are
      dependent upon the needs of The SimLife Center.

   a. To maintain the quality of SP performance essential to the successful operation
      of The SimLife Center, performance evaluations will be conducted according to
      HSC OP 70.12.
TTUHSC  #16 Dress Code
The F. Marie Hall SimLife Center OP:
PURPOSE: This F. Marie Hall SimLife Center policy is to establish a faculty, staff, residents, and student dress code to comply with TTUHSC policy and provide a safe and professional work and learning environment.
REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy
While present in The F. Marie Hall SimLife Center staff, faculty, residents, and students will adhere to a dress code that will (1) comply with HSC Operating Policies; (2) promote safety; and (3) promote a professional environment.

Procedure
1. HSC Identification Badge.
   In accordance with HSC OP 76.02 all faculty, residents, staff, and students must visibly wear the official TTUHSC identification badge.

2. Attire.
   While participating in a simulation experience in The SimLife Center, appropriate attire includes clothing that is professional (neat, clean), and not distracting or offensive to others.

   Appropriate attire is identified as either business casual or clinical attire defined as:
   1. Business casual attire:
      • Men - slacks, collared shirt
      • Women – business appropriate dresses, slacks or skirt with top
      • Closed-toe shoes are required in all clinical settings.
      • Shorts are not appropriate.
   2. Clinical attire:
      • Uniforms or Scrubs
      • Lab Coat
      • Identification Badge
#17 Scheduling of Simulated Experiences

**PURPOSE:**
This F. Marie Hall SimLife Center policy is to designate the appropriate resources for all simulated experiences requests. Designated resources include SimLife Center staff, faculty, space, supplies, equipment, and manikins/simulators. This will promote effective educational experiences to include skills development and validation, and all typologies of simulation.

**REVIEW:**
The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Executive Director of the Center.

**Policy**
To ensure fair and equitable allocation of the resources available through the SimLife Center, all partners (external and internal) are required to submit an online scheduling request. Deadlines for scheduling request will vary according to the complexity and demands for various simulated experiences. If needed, the SimLife Center faculty and staff will modify, without prior notice, the space allocation based on assessed needs and availability. The assessed needs and availability of resources include audio visual capabilities, degree of consequence of the experience, and resources (simulators, standardized patients, and faculty).

**Procedure**

1. Requisition request deadlines for space, supplies, equipment, and simulators vary due to type of simulation experience.
   a. Skills Development and Validation experiences (low to mid fidelity) require 3 weeks prior to the date of experience.
   b. Advanced patient simulator experiences (high fidelity) require 3 weeks prior to date of experience.
   c. Standardized patient experiences require 2 months prior to date of experience.

2. The appropriate coordinator will:
   a. Assign space based on the complexity of the skill and availability.
   b. Select, prepare, and stage (to include manikins and equipment) according to the needs and objectives of the simulated experience.
   c. When conflicts arise the coordinator will work with faculty and clients to accommodate specific needs of all parties.
   d. Verify receipt of requests via e-mail.
TTUHSC #18 Tours
The F. Marie Hall SimLife Center OP:

PURPOSE: This F. Marie Hall SimLife Center policy is to establish guidelines for access to the F. Marie Hall SimLife Center for faculty, students and other training participants.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy
The SimLife Center has multi-million dollar equipment necessitating appropriate and orderly access to protect both inventory and training participants/visitors. Anyone who would like a tour is to submit their request to the receptionist.

Procedure

1. Visitor group/individuals are welcomed to tour The SimLife Center. A one week advance notice is preferred via the on-line request form. Visitor groups/individuals who have not submitted a request form in advance will be required to do so upon arrival for the tour.

2. Request forms submitted to the receptionist will be assigned to the appropriate The SimLife Center faculty or staff.

3. Tours will be conducted by a SimLife Center employee when appropriate.

4. Tours will only be conducted during business hours unless approved by the Executive Director.

5. A confirmation e-mail will be sent to the requester once the tour date has been scheduled.
TTUHSC #19 Faculty and Staff Traveling related to Simulation
The F. Marie Hall SimLife Center OP:

PURPOSE: This F. Marie Hall SimLife Center policy ensures adequate faculty and staff coverage for the Center at all times.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy
The purpose of The F. Marie Hall SimLife Center policy is to ensure proper coverage for the Center at all times, yet allowing faculty/staff to assist with simulations off-site and promote attendance and presentations at appropriate conferences/workshops.

Procedure
1. All travel requests related to simulation must be submitted in writing to The SimLife Center Director no later than 1 month prior to the expected event.
2. Travel requests for The SimLife Center faculty/staff to assist with off-site simulated experiences must be submitted to the Director in writing at least one month in prior to the experience to negotiate options and dates.
3. Prioritization will be at the discretion of The SimLife Center Director.
4. Travel related expenses to simulation specific to program courses must be financed by the requesting program or school.
#20 Archiving Policy

**TTUHSC F. Marie Hall SimLife Center OP:**

**PURPOSE:** This F. Marie Hall SimLife Center policy ensures that property is disposed properly.

**REVIEW:** The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

**Policy**

The F. Marie Hall SimLife Center will hear to the TTUHSC Operating Policy and Procedure (OP) in establishing responsibility and policy regarding archiving of digital audio-visual records.

**Procedure**

1. **Learners Digital-Audio-Visual Records:**
   
   a. Digital-audio-visual recordings from either advanced patient simulations or standardized patient encounters will be stored on-site for the duration of a student’s enrollment plus one (1) year.
   
   b. Records will be stored in electronic format.
   
   c. Upon termination of student’s enrollment all records will be archived for one year.
   
   d. Records for students who return within one (1) year will be considered active and maintained for duration of the student’s enrollment plus one (1) year from re-admission to program.

2. **Materials:**
   
   a. Materials (scenarios, cases, checklists, etc.) for standardized patient encounters and/or advanced patient simulations (teaching, practical clinical exams, OSCEs, etc.) will be stored in electronic format and as long as the materials are administratively useful.
TTUHSC The F. Marie Hall SimLife Center OP:

#21 Employee Absences for the SimLife Center

PURPOSE: This F. Marie Hall SimLife Center policy is to establish a faculty and staff absence policy to comply with the TTUHSC RH Policy.

REVIEW: The TTUHSC F. Marie Hall SimLife Center OP will be reviewed September 1 of each even-numbered year by the Director of the Center.

Policy

Any faculty or staff member must report absences (sick, vacation, etc.) from work to the Section Coordinator.

In addition to reporting vacation and sick days, other short-term absences from work for lunch breaks, errands, doctors' appointments, or tardiness must also be reported to the Section Coordinator in a timely fashion.

Procedure

1. Once an employee realizes they need to take vacation or sick time, they must report this to the Section Coordinator via phone, email, or in person. If the employee is aware of their absence ahead of time (such as a planned vacation) this request must be submitted to the director, and then once approved, notify the Section Coordinator.

   a. The Director will approve planned vacation time
   b. If approved, the Section Coordinator will enter the time in the Personnel Leave planner document.
   c. Any sick time taken will also be entered into the Personnel leave planner document by the Section Coordinator.

2. Other short-term absences from work such as tardiness, lunch breaks, errands, doctors' appointments, etc. must be reported to the Section Coordinator before you leave the SimLife Center.

   a. Let the Section Coordinator know where you are going and how long you plan to be absent from the SimLife Center. This can be done via phone, email or in person.
   b. If the Section Coordinator is not available, report to the Director or another Coordinator.
Forms
Tour Request Form
Evaluation Forms
Performance Evaluation Form (SP)
Scheduling Request Form – Planning on using an Advanced Patient Simulator
Request for Standardized Patient Lounge Usage
Remediation Forms
Check-out Equipment Form
Liability Form
Billing Form for Certification Courses
Key Card Access Form
Confidentiality Form (Students & SPs)
Requesting Faculty/Staff to travel along with Simulator/Equipment

Consents
For recording

Spreadsheets
Training Validation Spreadsheet for Users
Maintenance of Equipment and Simulators Spreadsheet
Research Projects/Grants/Publications related to Simulation

Manuals
Special Tips for Cleaning Manual
Special Tips for Moulage Manual
Orientation to Simulators

Databases
Database for Scenarios in WTSA Format
Receiving Equipment and Supplies (Keep Packing Slips)

Human Resources Questions
SP Employment

Standardized Patient
Robes & slippers