



California Health Sciences University

CHSU SIMULATION CENTER AND PROGRAM

GENERAL OPERATING POLICY

I. PURPOSE

The purpose of this policy is to inform all CHSU personnel of Simulation Center operations.

II. SCOPE

This policy affects all Simulation Center administration and staff, CHSU faculty, staff, and participants (external and internal) who work in and with the CHSU Simulation Center.

III. POLICY STATEMENT

In accordance with CHSU operating policies and to assist in promoting adequate security, access to the simulation centers must be closely monitored. The Simulation Center is accessible during the hours that shall be posted. Monday-Friday to all members of the CHSU community and upon appointment from the public.

The Simulation Center will be closed on all official university holidays.

Situations requesting use outside of simulation center hours will be evaluated on a case-by-case basis and will be approved by the Simulation Center Manager in consultation with the COM Dean.

No food or drinks are allowed throughout the simulation centers. Individuals with a need for an accommodation to this general requirement shall consult the appropriate Office of Student Affairs of Human Resources as applicable. For more information on student accommodations, please see the CHSU Student Accessibility Services Policy.

The standardized patient lounge and bathroom serves as the training, staging, and waiting area. It is to be used **ONLY** by standardized patients participating in simulation-based experiences. Approval to use this area for any other purpose must be obtained by the Simulation Center Manager and/or COM Dean.

The use of the Simulation Center computers, office equipment, and office supplies is designated for official Simulation Center business and use by center staff or CHSU faculty facilitating an event. Efficient use of resources and security of equipment and client data are essential for effective day to day operations and fiscal management of the Simulation Center.

All Simulation Center staff, CHSU faculty and students will comply with and are subject to CHSU computer and networking policies:

- [CHSU Acceptable Use of Technology Policy for Employees](#)
- [CHSU Acceptable Use of Technology Policy for Students](#)



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All clients (internal and external) must be properly instructed on the use of simulation equipment and center procedures by CHSU Simulation Center staff. All Simulation activities must be supervised, facilitated and organized by trained CHSU faculty or Simulation Center staff. If the faculty/educator facilitator or staff are not properly trained or unavailable, the activity will be postponed until orientation is completed.

No supplies or equipment from the Simulation Center will be used for diagnostic purposes or actual patient care. Hand-held ultrasound is used for practice only.

Detailed procedures for this policy can be accessed in the General Operating Policy and Procedure.

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- Policy Owner: Simulation Manager
 - Effective Date: 8/22/2019
 - Approval by Provost Date: 9/06/2019
 - Approval by the President: 9/06/2019