



Policy and Procedure Manual

UW Health Clinical Simulation Program

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UW Health Clinical Simulation Program

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Our Vision

Innovative education to advance safe, high-quality, patient-centered care.

Our Mission

Create a comprehensive healthcare simulation program that:

- Advances the science of simulation in health care through innovation and research
- Brings educational techniques and innovations to all learners
- Champions competency-based education for all healthcare disciplines and programs
- Develops personal growth, professional development, and collaboration between interprofessional groups to enhance standards of patient care, safety, and population health
- Engages state, national, and global communities through healthcare simulation

Approved by CSP Executive Board 09/06/2022

Introduction to the UW Health Clinical Simulation Program (CSP)

- a. Location – The main facility is located in the University of Wisconsin Hospitals and Clinics Authority University Hospital on the first floor in the H6/1 module across from the cafeteria.
- b. Hours of Operation – CSP normally operates 8:00 am to 5:00 pm Monday through Friday. After hours and weekend access need to be approved in advance by the CSP administration before scheduling a simulation event.
- c. After hours use of the Dry Skills Laboratory is limited to individuals and groups *actively participating* in an approved program by the CSP. Access may be granted by CSP administration through a UW Health ID badge or Wiscard. If you need emergency access to the facility after hours, please contact UW Health Security at 608-890-5555. For additional information refer to **Appendix D** on page 21.
- d. Latex – CSP is not a latex-free facility. If you have a latex allergy, use the same protective measures employed by UW Health.
- e. Procedures - The CSP does not allow invasive procedures on each other or other people, including: no needle sticks, no injections, no medications and no airway devices on real people. We do allow standardized patients to “act” as a patient, or learners to volunteer as a model for ultrasound, but these are non-invasive procedures only. Standardized patients are recruited and managed through the UW-Madison Clinical Teaching and Assessment Center (CTAC).
- f. Use and Disposal of Supplies:
 - i. It is against UW Health and CSP policy for items including equipment and supplies taken from the simulation environment to be used for patient care. Never place items in pockets. Check to ensure items used in practice are safe for patient care and that items marked for simulation use are not used for patient care. Equipment that could be confused for patient care equipment has been labeled “not for patient use”.
 - ii. The CSP does not use real medication during simulated activities. The CSP has emptied all real medication vials and syringes and replaced them with air or water and labeled “not for patient use”, so there will be no confusion with real medications. Disposable supplies used in simulation have not been used for patient care.
 - iii. Please ask CSP staff for instruction on proper disposal or reprocessing of supplies and/or kits.
- g. Food and Beverages – Food is not permitted in simulation laboratories. All beverages in the control room must have a lid. Food and beverages are permitted in the lobby and classroom spaces. Variances are subject to with Director’s approval.

Catering is allowed in the CSP under the following conditions:

- i. CSP team must be notified of catering at least one month in advance
- ii. CSP team is not responsible for ordering, procurement or storage of catering
- iii. Maximum capacity for consuming catering is 24 people (including facilitators and instructors)
- iv. All catering must be set up in the multipurpose room
- v. All catering must be consumed in the multipurpose room
- vi. Departments that are bringing catering in are fully responsible for set up and clean-up of catering

Individuals are allowed to bring their own food without notice to the CSP:

- vii. Maximum capacity for consuming food is 24 people (including facilitators and instructors)
- viii. All food must be consumed in the multipurpose room
- ix. Departments that are bringing food in are fully responsible for clean-up of food

Failure to comply with this policy could result in loss of catering/food privileges in the CSP.

- h. No permanent ink writing instruments (markers, pens, highlighters, etc.) are allowed in the simulation rooms under any circumstances as they may permanently damage manikins. The CSP will provide pencils and dry-erase markers for use in simulation rooms.
- i. Photography and Video – All participants grant the CSP the irrevocable right and permission to use photographs and/or video recordings on University and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation. A photo release form is signed by all individuals utilizing the CSP space (see **Appendix F**).
 - i. Any photo or video taken during educational sessions may be used during the debriefing of a scenario and/or for a period of up to 30 days following the course for internal review and course quality improvement. When used for internal review for course quality improvement, the video maybe viewed by members of the UW Health Clinical Simulation Program staff and course instructors. No recording will be used for promotional or marketing purposes if “no” is selected on an acknowledgement form.
 - ii. The CSP uses CAE Learning Space™ (LS) software for video capture and recording. Access to the LS website for live streaming and recorded simulation is secured using Secure Socket Layer (SSL) protocols. All information in the LS software is protected behind multiple security layers and passwords, and only authorized staff and instructors are allowed to view the streams and recordings.
 - iii. An individual may schedule time at the UW Health Clinical Simulation Program facility to view any video in which they appear, for a period of up to 30 days

following the course date. After 30 days the video will be permanently deleted and will no longer have access to view the recording. As a participant or observer of a CSP training event, is requested to maintain and hold confidential all information regarding the performance of all individuals and the details of the training scenarios, which are the intellectual property of the CSP.

- iv. If a recorded video of a session is unintentionally deleted from Learning Space™, CSP staff can attempt to recover it within 24 hours of the deletion.
- v. Authorization of this is collected via a Qualtrics survey and is valid indefinitely. An individual may revoke authorization at any time during this three-year period by providing a written request to the CSP addressed to:

Shannon DiMarco, MSHS, CHSOS
Simulation Center Administrative Director
UW Health Clinical Simulation Center
600 Highland Avenue, H6/116
Madison, WI 53792-1590

- j. Contact Information – All CSP clients must provide the CSP administration with current contact information. This information is required on the *Application for Use* form (see **Appendix A**), which is available on the CSP website (www.med.wisc.edu/simulation).
- k. Dress Code:
 - i. Staff and instructors are expected to always present a professional appearance. Refer to UW Health dress code policies and procedures.
 - ii. Participants are expected to wear appropriate protective attire for their role, department, and organization, as specified by the instructor, including gowns, masks, gloves and other personal protective equipment.
- l. Storage Lockers – To reduce tripping hazards in simulation laboratories, please store all backpacks, books, outerwear and other personal items in classroom spaces or lockers located in the lobby. Locks for daily locker use may be borrowed upon request at the CSP administration desk and should be returned upon event completion. A fee for any lost keys or locks will apply. Lockers are not for overnight use.
- m. Personal Property – The CSP is not responsible for any loss or damage to personal property brought into the facility, including any rooms or other locations. You may report any items lost or found at the administration desk located in the main entrance.
- n. Intellectual Property – The IP related to any educational or research activities held within the CSP belongs solely to the users, and the CSP will not disclose information related to these activities. Basic information may be requested as to the activities being performed within the space to ensure the safety of our staff, equipment, and facilities. Any further questions may be referred to the CSP Administrative Director.

- o. Conduct – All course directors and instructors are expected to support the mission of the UW Health Clinical Simulation Program. Clients and learners should exercise the highest level of professionalism, integrity, ethics, objectivity and mutual respect in their behaviors and relationships which may affect the CSP. Clients should act in the best interest of the CSP at all times. The CSP administration reserves the right to suspend director, instructor and participant privilege of CSP use for misconduct or misbehavior at any time. A notice will also be sent to the appropriate department notifying it of the reason for the individual(s) suspension.

UW Health Clinical Simulation Program Code of Ethics

****Adopted from the Society for Simulation in Healthcare (SSH) Healthcare Simulationist Code of Ethics and following the key aspirational values important to the practice of simulation****

Integrity:

Healthcare Simulationists shall maintain the highest standards of integrity including honesty, truthfulness, fairness, and judgment in all matters affecting their duties. They shall:

- Respect and cultivate an ethical organizational environment.
- Provide, as appropriate, disclosure of simulation activity design assumptions, limitations, alterations, and problems.
- Be explicit and unequivocal about the applicability of specific simulation activities and methods according to the available evidence.
- Work to eliminate unnecessary harm to humans, animals, and the environment.
- Honor the privacy rights of individuals and organizations and uphold the confidentiality of data and outcomes as appropriate.
- Respect and acknowledge all intellectual and property rights and give due credit where appropriate.

Transparency:

Healthcare Simulationists shall perform all healthcare simulation activities in a manner that promotes transparency and clarity in the design, communication, and decision-making processes. They shall:

- Adhere to accepted standards in the documentation, analysis, design, development, implementation, and evaluation of simulation activities.
- Disclose any activities that may involve real or perceived conflicts of interest.
- Be explicit about the nature and purpose of the simulation activity, including research activities.
- Restrict simulation activities involving deception, ensuring that deception is minimized to the extent possible and does not involve the concealment of risk or intent to harm or punish.

Mutual Respect:

Healthcare Simulationists shall respect the rights, dignity, and worth of all. They shall practice empathy and compassion to support beneficence and non-maleficence towards all involved in simulation activities. They shall:

- Honor the knowledge, skills, values, and vulnerability of learners and colleagues.
- Listen to others' points of view, seeking to understand them.

- Exhibit humane behavior, honor diversity, and foster inclusion, avoiding prejudicial treatment.
- Maximize safety and minimize physical and psychological risk.

Professionalism:

Healthcare Simulationists shall conduct themselves in a manner that upholds the professional standards inherent in healthcare simulation. They shall:

- Demonstrate professional competence and attitudes.
- Exhibit continuous personal and professional development.
- Encourage and develop colleagues and new entrants to the healthcare simulation profession.
- Cultivate opportunities for the advancement of the healthcare simulation profession.

Accountability:

Healthcare Simulationists shall be accountable for their decisions and actions in fulfilling their duties and responsibilities. They shall:

- Continuously seek, reflect on, and incorporate feedback.
- Submit themselves to professional review as required.
- Be role models of ethical behavior.
- Exhibit professional conduct that is a credit to the healthcare simulation community, employer, and self.
- Identify and notify relevant parties of unsafe, unethical, or unprofessional behaviors.
- Design and use simulations in a way that wisely uses available resources.
- Maintain vigilance regarding not only desired outcomes but also potential unintended consequences of the simulation activity.

Results Orientation:

Healthcare Simulationists shall serve to support activities that enhance the quality of the profession and healthcare systems. Outcomes are inclusive of all parts of the process of healthcare simulation and are not exclusive to a final product. They shall:

- Assure the reliable and credible use of healthcare simulation, in line with acknowledged standards of practice.
- Engage in continuous quality improvement.
- Create and measure impact across the range of achievable outcomes, including the practice of simulation, human performance, systems improvement, and direct patient results.
- Incorporate and embed the Code of Ethics throughout healthcare simulation and organizational culture.
- Use the Code of Ethics to inform ethical practices in relevant fields.
- Advance public knowledge about healthcare simulation by promoting access and sharing knowledge and experience.

Client Use of the CSP

- a. The CSP is available for use by multiple UW schools, departments, programs, individuals, collaborators, community organizations, and other outside collaborators.
- b. An *Application for Use* form (<https://www.med.wisc.edu/clinical-simulation-program/application-for-use/>) must be submitted and a consult with the CSP team may be held to review the proposed event prior to scheduling.

- c. Approval and priority of use is determined by appropriateness, completeness, and readiness of course and simulation session. Goal is managing access to the CSP. Quality of simulation methodology will be assessed and ensured by Simulation Educators. Internal users have priority.
 - a. In the event of a scheduling conflict:
 - i. The CSP Program Coordinator will attempt to reschedule the requesting group.
 - ii. Review tiers – if requesting group is in a higher tier than scheduled group, the CSP Coordinator will work with scheduled group to reschedule their event.
 - iii. If both programs fall within the same tier – referral to Champions Committee Prioritization Subcommittee for review and recommendation.
 - iv. Final decision lies with CSP Administrative and Medical Directors
 - b. Scheduling is preliminary (i.e. is subject to rescheduling) until six (6) months prior to event, except for certain far-booking CME events as determined by CSP staff. Once within the six-month window, the booking is guaranteed. Applications for use will be accepted for events within six months, but only on a first-come-first-serve basis.
 - i. Wet Tissue Exception: Education sessions utilizing tissue (animal or cadaver) within the Wet Skills Laboratory take precedence over sessions that are not utilizing tissue within their education. However, within two months of the scheduled session date, the room reservation (whether utilizing tissue or not) is guaranteed. Therefore, groups that are utilizing the Wet Skills Laboratory for non-tissue sessions may be asked to find alternative space up to two months prior to their session date.
 - c. Tours (effective FY24)
 - i. Tours are allowed for internal groups only (i.e. SMPH or UW Health Pathway Programs)
 - ii. Tours are designated for undergraduate or advanced learners with a focus in healthcare
 - iii. Tours will have a maximum of 20 people and be a maximum of 1 hour
 - iv. Tours will occur only during standard business hours
 - v. Variances to tour policy are subject to Director's approval
 - d. All Tier 1 events will always have priority, even last minute. Refer to administrative director for scheduling conflict process map.

Instructor Orientation

- a. Orientation:
 - i. The CSP will contact new simulation/course instructors to schedule an orientation in advance of the instructor's initial use of the CSP.
 - ii. Simulation/course instructors must complete all segments of training prior to using the CSP. Instructor training will be provided by CSP staff. Instructor orientation will include and is not limited to: review of the Policy and Procedure Manual, completion of the Orientation Module, program guidelines, overview of simulation environment and resources, hours of operation, program map and tour, *Application for Use* form, planning a simulation, course development, running a simulation, principles of effective simulation, and any additional curriculum as deemed necessary by CSP staff.
 - iii. The CSP can refuse the use of the CSP or equipment to instructors who have not completed the above preparation.
- b. Acknowledgement of Policy and Procedure:
 - i. Prior to initial use of the CSP, instructors must review the Policy and Procedure Manual and sign the *Acknowledgement of Policy and Procedure* form, acknowledging willingness to comply with all policies and procedure as written in the Policy and Procedure Manual.
 - ii. UW Health policies and procedures take precedence over any circumstances not covered in the Policy and Procedure Manual.

Scheduling Courses

- a. All meetings, sessions, classes, training, or any use of space at CSP should be initiated via the *Application for Use* form.
- b. CSP staff will schedule the necessary rooms and equipment for the simulation activity, subject to availability. The CSP may not honor any schedule request unless completed through this process.
- c. Scheduling conflicts will be managed as outlined in Client Use of the CSP on page 7.
- d. Any special room configurations, equipment, or instructions will need to be included on the *Application for Use* form and discussed with the CSP staff in advance.
- e. Changes must be submitted at least three (3) business day prior to the event. Changes to a simulation event may be approved only based on availability of rooms, equipment, and staff.

Fees/Funding

- a. All necessary *Applications for Use* forms must include course funding information. If this is not available at the time of submitting the Application, then 'TBD' should be indicated in the accounting/funding field. The CSP reserves the right to request funding for the creation and implementation of models, events, activities, and courses.
- b. At the client's request, an estimated budget may be provided prior to the start of development.
- c. Fees are based on the fiscal year fee schedule provided to clients upon request.
- d. If a course must be cancelled by the instructor, the CSP will evaluate the circumstances, and may institute a course cancellation fee (see section 10, Cancellations).

Course Denial

- a. Courses may be denied because of unavailability of rooms or equipment and staffing schedule conflicts.
- b. A scheduled course will be cancelled if a complete case outline is not received by CSP staff at least five (5) business days before a scheduled course. Such cancellations are subject to a cancellation fee (see section 10, Cancellations).
- c. In the case of a course denial, the instructor/director requesting CSP simulation services will receive an email and call from CSP staff with a follow-up contact to discuss re-scheduling options.

Creating a Course

- a. New instructors/courses must:
 - i. Complete all segments of training prior to use (see section 3, Instructor Orientation).
 - ii. Complete an *Application for Use* form in a timely manner prior to the date of simulation event.
 - iii. Meet with the CSP curriculum staff to review course information, goals, objectives, logistics, equipment needs and scheduling. CSP may request further information or clarification prior to approval and scheduling.
 - iv. New simulations/courses will be reviewed by CSP staff.
 - v. Instructors may be asked to complete an evaluation upon completion of the simulation event.

- b. Established instructors/courses must:
 - i. Complete an *Application for Use* form in a timely manner prior to the date of simulation event.
 - ii. As determined necessary by CSP staff, meet with the CSP curriculum staff to review course information, goals, objectives, logistics, equipment needs and scheduling. CSP may request further information or clarification prior to approval and scheduling.
 - iii. Established simulations/courses may be reviewed by CSP staff.
 - iv. Instructors may be asked to complete an evaluation upon completion of the simulation event.

Conducting a Course

- a. Scheduling Participants – Instructors are responsible for scheduling, notifying, and communicating with all participants in their simulation event.
- b. Signing In/Out – All participants must sign in and out of the CSP at the main administration desk.
- c. Instructors are responsible for informing CSP of equipment needed as well as any pre-brief or post-simulation material.
- d. A primary goal of the CSP is to create a psychologically and physically safe learning environment for learners and facilitators. The simulation pre-briefing is the initial opportunity to address safety. To accomplish this, the CSP pre-brief must contain rules of simulation including:
 - i. Basic Assumption: “Everyone who participates in our training sessions is highly educated, well-trained, committed to improvement, and dedicated to providing high quality patient care.”
 - ii. Confidentiality: “We provide a safe and confidential learning environment. Please do not discuss the cases, individual performances or debriefings outside of the simulation facility.”
 - iii. Fiction Contract: “We strive to replicate your clinical environment as closely as possible. We ask that you suspend disbelief and immerse yourself in the simulation to allow for a more valuable learning experience.”

Additionally, a room and equipment orientation should be conducted during the pre-brief of an educational activity. Lastly, instructors should inform learners on how to call a time out during education if necessary to keep the environment safe.

If a learner or facilitator does not feel safe in the environment, they should be directed to the administrative director for further guidance.

- e. At the conclusion of a course, learners are asked to complete an anonymous evaluation of their education, instructor and CSP resources. Any assessments of learners must be maintained by the department conducting education.
- f. Instructors wishing to offer continuing education credits for activities conducted in the CSP will be referred to UW-Madison's Interprofessional Continuing Education Partnership (ICEP) department who monitors and awards credit.
- g. Research conducted at the CSP must have UW-Madison Internal Review Board (IRB) approval and must follow all regulations regarding confidentiality of participants and data.

Equipment and Facility Use

a. Simulation Equipment:

- i. CSP has several types of simulators. Clinical Simulation Program staff will help instructors determine the resources and level of fidelity to meet learning objectives. The equipment and supply lists will be confirmed with CSP staff during the scheduling process.
 - ii. Equipment and supplies may be provided by CSP for courses for a fee except for any specialized equipment and supplies. Any necessary equipment and supplies for a course that are not considered standard by the CSP are the responsibility of the requesting individual or department.
 - iii. Equipment, including simulators, will be inspected prior to the start and upon completion of all usage. Any damage beyond normal wear and tear to CSP equipment during use is the responsibility of the course director, 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.
 - iv. All instructors and participants must be familiar with the basic functions of the equipment for their simulation. Not all aspects of the simulators need to be addressed, just those that are pertinent to the specific course. If a client wants more in-depth information about how to operate a simulator, they should make an appointment with the CSP.
 - v. Capital-purchased equipment housed in the CSP is covered under warranty or maintenance agreements. CSP Simulation Specialist inspects and manages equipment in need of repair on a quarterly or annual basis depending on the equipment.
- b. Troubleshooting – CSP staff will be available to assist in operating and troubleshooting all equipment. CSP staff will provide a detailed overview of the simulation center resources and the proper use of all simulation equipment

pertaining to your course. If equipment is malfunctioning, they will attempt to repair the equipment. If the equipment cannot be repaired, a replacement will be provided, if possible.

- c. Room set up – All rooms will be set up prior to the start of the course. Any special requests for room set up should be indicated on the Application for Use form or in consultation with CSP staff on the CSP Intake form and must be communicated to the CSP staff a minimum of three (3) business days prior to start of the class.
- d. Equipment rental- An Equipment Rental Application must be completed three (3) business days prior to usage. Manikins and other simulation trainers are not able to be taken off-site (UH/SMPH) without CSP Director approval.
- e. Any unresolved issues should be addressed with CSP staff.

Cancellations

- a. For inclement weather, CSP will follow the University of Wisconsin policies and reserves the right to cancel simulations based on inclement weather.
- b. Course cancellations:
 - i. Clients must email or call in **ALL CANCELLATIONS** to the CSP Administrative Director/Program Coordinator at least 1 business day prior to the scheduled date of the class.
 - ii. Instructors are responsible for notifying participants/learners of course cancellations.
 - iii. Participants should notify the course instructor directly, not the CSP, if they are unable to attend a course.
 - iv. Any cancellations may be assessed a cancellation fee regardless of the amount of notice given.

In-Situ Simulation

- a. Use of equipment, staff, and other resources of the CSP are subject to availability and must be requested via an Application for Use form at least two weeks in advance of the simulation.
- b. Disposables/Consumables – A fee is associated with any disposable items used during the equipment usage period. Example: Manikin neck skins, IV arm tubing, simulated blood, endo-tracheal tubes, and other airway equipment.
- c. Repair – Equipment will be inspected prior to departure and upon return to the CSP. Any damage to the CSP’s equipment during the rental period is the responsibility of

the borrower. The individual or his department will be billed for the costs associated with any damages.

- d. Safety- All efforts must be taken to ensure the safety of participating staff and to safeguard current and future patients from potential harm related to in-situ simulation. This includes, but is not limited to, simulation equipment, simulated medications and medical devices, and ensuring that there is adequate active staff to care for other patients. Safety issues must be discussed with CSP staff prior to the initiation of an in-situ simulation.

Reporting Issues

- a. 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.
- b. CSP Program and Human Resources – For concerns about staff or instructors, please contact the CSP Administrative Director at (608) 265-1047.

Wet Skills Laboratory

- a. All learners agree to follow all policies defined in the Wet Skills Laboratory Policies and Procedures manual, located in the Wet Skills Laboratory. For additional information refer to **Appendix E** on page 22.
- b. Appropriate PPE is required while participating in tissue laboratories, including gloves, masks, and closed-toed shoes.
- c. The CSP allows animal and human tissue use for procedural simulation and practice. All human tissue is procured from accredited, non-transplant tissue banks and tested for communicable diseases. Both preserved and fresh tissue is utilized in the laboratory; individuals who are pregnant or have allergies to tissue preservatives should talk to CSP staff prior to participating in a tissue laboratory.
- d. All tissue will be disposed of in accordance with state law and UW Health and/or UW-Madison policy and sent back to the tissue bank for proper disposition.
- e. All tissue will be kept within the locked doors of the laboratory; tissue will be transported in sealed, opaque boxes while entering and leaving the laboratory.

APPENDIX A: Application for Use



APPLICATION FOR USE

Please fill out all spaces to the best of your ability. Once we have reviewed your application, you will need to meet with a curriculum and simulation specialist.

Note: Your form will not submit unless ALL fields are completed.

Name *

First Last

Email *

Your department or program *

Frequency *

- One time
- Weekly
- Monthly
- Yearly
- Other

Time(s) requested *

Estimated duration of your event *

Learner affiliation *

- UW Health employee
- SMPH student
- Other

Who are your learners? *

Type of simulation experience *

- Scenario-based
- Skills-based
- Scenario- and skills-based
- Other



Describe your ideal simulation experience in as much detail as possible. Please be aware finalized logistics will be discussed during your simulation planning meeting with Clinical Simulation Program staff. *

Preferred location *

- Room at Clinical Simulation Program facility
- In situ/offsite (e.g., patient floor, clinic, GS room)
- Other

Who will be the event educator? *

- You
- Someone else

About how many learners will be attending? *

How many facilitators/staff from your department/program will be assisting? *

Preferred number of Clinical Simulation Program support staff. (This number is not guaranteed and subject to staff availability.) *

Number and types of rooms requested (subject to availability) *

What medical equipment is needed (subject to availability)? *

What A/V support is needed *

- Powerpoints/presentations
- Recording
- Live viewing
- Other

Does a governing board provide these training methods?

- Yes
- No

Have you completed a needs assessment?

- Yes
- No

Goals: What should learners know or be able to do as a result of this event?



Primary objectives

[ABOUT US](#)

[WORK WITH US](#)

[REQUEST A TOUR](#)

[CONTACT US](#)

Will there be an assessment during the session?

- Yes
- No

Are you interested in professional accreditation for the simulation activity?

- Yes
- No

Terms and conditions

I understand that by selecting this box, I will ensure Clinical Simulation Program staff have appropriate case scenarios, agendas, number of learners and/or changes to the planned curriculum at least 5 business days before my scheduled event. Event is subject to cancellation per discretion of Clinical Simulation Program director upon failure to comply.

I accept the terms and conditions *

Consent to share your information

I understand that by submitting this form, my information will be used to contact me regarding my interest in the UW Health Clinical Simulation Program.

I agree

APPENDIX B: CSP Terminology

1. **Assessment** – a grade or outcome given to a learner by an assessor/expert indicating how well the learner performed in the simulation. Can include checklists, Likert scales, and narratives. Can be used for formative (teaching) or summative (grading) purposes
2. **Case** – facilitator and CSP staff information, including flow chart of manikin reactions, medications, patient history. Information that allows faculty and staff to set up and administer the simulation
3. **Debrief** – post-event review with learners and instructors
4. **Evaluation** – feedback from learners and instructors on the event, CSP, and case. CSP will also evaluate instructors
5. **Event** – a simulation session in the CSP. Includes learner orientation, didactic information, hands-on simulation, and debriefing.
6. **Event Coordinator/Event Director** – individual who organizes and oversees a simulation event or program.
7. **Goals** – a generalized statement of intended learning. Goals should be simple, attainable and prioritized based on the greatest need or most important to achieve.
8. **Instructor** – teacher of the simulation
9. **Learner** – any participant in a simulation
10. **Learning Module**: a simulation-based module is designed as one component of a course.
11. **LearningSpace**[®] – software system for AV capture, analysis, delivery and evaluation of the simulation.
12. **Manikin** – human-like simulator
13. **Multipurpose Room** – space for learner orientation, didactic sessions, skills training on low fidelity simulators, debriefing, etc.
14. **Objectives** – measurable targets. These are specific observable and measurable behaviors that the instructor wants the learners to achieve/demonstrate.
15. **Pre-brief** – the pre-brief provides learners with materials to review prior to the simulation. The intent of the pre-brief is to augment or enhance the simulation event, and also includes an orientation to the simulation environment and simulators.
16. **Scenario** – orientation or briefing information for the learners, including advance readings, preparation information about the event, and patient or case information (patient history).
17. **Scripts** – any role play information for standardized patients, team members or confederates taking part in the simulation
18. **Simulation Laboratory** – one where the hands-on simulation session is conducted, usually with the use of a high-fidelity manikin and A/V capture.
19. **Skills and Procedures Laboratory** – one where learning and practicing of fine motor skills is conducted.
20. **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.
21. **Task trainer** – low fidelity/technology simulators that target one or a very limited number of health care skills.
22. **Virtual Reality Simulator** – one using computer generated images

APPENDIX C: 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 or remarks, questions, whether oral, in writing or sent via e-mail 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 CSP manager or your own supervisor.

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 your immediate supervisor or your human resources department.

The following are the University of Wisconsin Health policies on discrimination, harassment and retaliation. The CSP and all participants in simulations are expected to understand and adhere to these policies:

No Discrimination/Harassment/Retaliation

1. It is UWHC's policy to provide a work environment free from unlawful discrimination and harassment for all persons. Discrimination and harassment are unacceptable and will not be tolerated. Complaints of discrimination and harassment will be investigated and resolved in accordance with this policy and any applicable federal, state and local laws.
2. Retaliation against an employee for bringing a discrimination or harassment concern or complaint in good faith, or for participating in an investigation of such a concern or complaint, is prohibited. Retaliation is a serious offense, which can lead to disciplinary action independent of the merits of the underlying allegations and is prohibited by state and federal law. Before initiating a review of the allegations or interviewing any witness or accused employee, the department and/or ELRC will discuss this non-retaliation policy with the employee, witnesses, and the accused.
3. This policy applies to all communications and transmissions, including telephone conversations, voice mail, hard copy communications, face-to-face discussions, communications through electronic media (including e-mail and the Internet), and other developing technologies/media (Hospital Administrative Policy 9.04, Work Rules: UWHC Authority).
4. UWHC does not tolerate discourteous or disrespectful conduct by employees in the workplace. This includes, but is not limited to, disruptive, offensive, intimidating, disrespectful, or other behaviors that create a risk to the health and safety of employees and patients. Complaints alleging such conduct but not falling within the scope of this policy will be addressed in a prompt and appropriate manner.

APPENDIX D: Dry Skills Laboratory Rules for Use

Please be Advised:

There is no supervisor present. This area may be under video surveillance and capture. The UW Health Clinical Simulation Program (CSP) is not liable for accidents or injuries because of laboratory usage. Use of the Skills Laboratory, resources and supplies are subject to availability and will be loaned and replaced at the discretion of the CSP.

Rules for Use:

1. All users must be pre-authorized by CSP Staff.

To obtain access stop by the CSP (located at H6/1) during regular hours of operation, 8:00am to 5:00 pm Monday through Friday. CSP staff will activate badge access via the entrance located at H6/109, and provide a brief orientation to the Dry Skills Lab.

2. All users must individually scan ID badges prior to entry.

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

4. It is the responsibility of the requester to be trained on all tasks, procedures and/or simulators by an appropriate Resident or Faculty member prior to use in the Skills Laboratory.

5. Absolutely no tissue or blood work is permitted.

6. Do not use any simulators or perform any tasks or procedures for which you have not been clinically trained. Do not use any simulators for which you have not been oriented by CSP staff.

7. All food and beverages are prohibited.

8. Clean your workspace when you are finished:

Wrappers, threads, gloves and other used supplies in trash

FLS trainers unplugged and monitors turned off

All equipment and durable supplies returned to their proper places

Proper disposal of all sharps in designated containers is mandatory prior to exit

Failure to comply with these rules may result in a termination of 24-hour access privileges.

Thank you for your compliance in maintaining a safe and secure area.

In the event of an emergency, please contact hospital security at (608) 263-7065.

For more information, please contact Clinical Simulation Program staff at the desk during business hours, (608) 265-1047 or visit www.med.wisc.edu/clinical-simulation-program.

APPENDIX E: Wet Skills Laboratory Rules for Use

RESPONSIBLE PARTIES

Name	Role
Emma Huston	Wet Skills Laboratory Program Coordinator
Shannon DiMarco	Administrative Director

Purpose

This document establishes policies and procedures for the wet skills laboratory located within the Clinical Simulation Program in University Hospital. These policies apply to all staff and visitors from UW Health, UW-Madison, and affiliates.

Facilities

The Wet Skills laboratory is located at H6/107 within the Clinical Simulation Program (CSP) in University Hospital. The CSP operating hours are Monday-Friday 8am-5pm; access outside of those hours is badge access only. The Wet Skills laboratory is badge-controlled 24/7.

Environmental Health and Safety

All personnel working in and visiting the Wet Skills laboratory must abide by UW Health BSL1 Infection Control standards and guidelines. Where appropriate, personnel must also abide by UW-Madison Environmental Health and Safety standards and guidelines.

Material Safety Data Sheets

All Material Safety Data Sheets (MSDS) for chemicals used in the Wet Skills laboratory is available in the laboratory, or within UW Health's MSDS Online (via uConnect).

Incident Reporting

Any individual who injures themselves while utilizing the Wet Skills laboratory needs to notify CSP staff immediately and seek appropriate treatment. UW Health employees must submit a Workforce Safety entry via HERO. UW-Madison employees must submit a University of Wisconsin Employee's Work Injury and Illness Report. UW students who injure themselves in the lab must fill out an Incident Report form, located in the laboratory.

First Aid

An ANSI-first aid kit is located within the wet skills laboratory to treat minor injuries. Additionally, an eye-flush bottle is located underneath the first aid kit on the countertop. The eye flush should be utilized when biohazardous foreign matter enters the eye. Instructions for use are located with the bottle. If necessary, the nearest defibrillator is located outside of the cafeteria, approximately 25 feet to the right of the CSP entrance hallway.

Fire Safety

The nearest fire alarm is located in the H6/1 entrance hallway outside of the wet skills laboratory door, or in the internal Clinical Simulation Program hallway outside of the Wet Skills B laboratory door. The nearest fire extinguisher is located next to the fire alarms, in the H6/1 entrance hallway, or CSP internal hallway. In the unlikely event of a fire, evacuate the laboratory through the back door into the CSP, and into the hallway immediately to the left of the back laboratory door. This hallway leads outside of the hospital.

Personnel Training

All personnel working in the laboratory and handling animal are required to complete the following trainings available through UW-Madison Environmental Health and Safety, and Occupational Medicine.

- Service Personnel Limited Animal Area Access Form (SPLAAAF)
 - Complete at onboarding
- Animal Contact Risk Questionnaire (ACRQ)

Complete at onboarding, and annually while working with animals

Personal Protective Equipment

Personal Protective Equipment (PPE) is the most important aspect of laboratory safety, as correct usage mitigates possible risk to all individuals working in the laboratory. All personnel and learners working with tissue in the laboratory must wear appropriate PPE at all times.

PPE Available in Laboratory

When working with tissue, all individuals must wear disposable gloves and bodily protection such as scrubs, lab coat or disposable gown. Shoe covers, face masks, safety glasses and bouffant caps are available in the laboratory as needed and/or appropriate.

Personal Hygiene

In addition to personal protective equipment, all staff and visitors utilizing the Wet Skills laboratory must follow personal hygiene standards.

- Always wash hands thoroughly after contamination, handling tissue or chemicals, and upon exiting the laboratory
- No food or drink is allowed in the laboratory
- Closed-toed shoes are required when working in the laboratory
- All personal items such as coats and backpacks must be stored along the wall

Tissue

Human Tissue

The CSP Wet Skills laboratory is approved for all human cadaveric tissue other than whole-body cadavers. All tissue is procured through licensed and accredited non-transplant tissue banks which provide serological testing on all tissue. Cadaveric tissue may be preserved or non-preserved; all participants must take appropriate safety precautions.

Communicable Diseases

All tissue entering the laboratory is tested for, and determined to be non-reactive to, Hepatitis B antigen, Hepatitis C antibody, and HIV I and II. However, while working with non-preserved human tissue, there is always a risk of disease exposure. All safety protocols must be followed while participating in tissue laboratories to mitigate disease risk.

Animal Tissue

Explant Tissue

Several types of animal tissue are utilized in the wet skills laboratory, including canine, porcine, bovine, and ovine viscera and musculoskeletal material. All tissue is procured through the University of Wisconsin-Madison's School of Veterinary Medicine or Meat Science and Animal Biologics Discovery program, part of the Department of Animal and Dairy Sciences. All tissue is frozen and thawed as necessary in a dedicated tissue freezer and refrigerator located in the laboratory.

Whole Body Cadavers

Whole body animal cadavers may be utilized for educational purposes at the CSP. All cadavers used in the Wet Skills laboratory must weigh 25 kilograms or less based on the laboratory facility and

equipment. All animal cadavers must obtain approval from Wet Skills Laboratory Program Manager prior to scheduling the session. Cadavers will be procured from the School of Veterinary Medicine or verified biological sciences suppliers. All tissue is frozen and thawed as necessary in a dedicated tissue freezer and refrigerator located in the laboratory.

Zoonotic Disease Transmission Risk

Risk of zoonotic disease transmission in the wet skills laboratory is low, but all individuals utilizing tissue in the space need to be aware of the risks when working with unfixed animal tissue. Please visit the CDC’s website to find out more information on diseases that can be spread by farm animals (bovine, porcine, and ovine) and dogs (canine), and symptoms of relevant diseases. All zoonotic disease transmission is mitigated with proper hygiene and PPE use.

Formaldehyde Risk

While working with preserved tissue within the CSP’s laboratory, individuals must be aware of the possible effects of formaldehyde. Preserved animal and human tissue uses minimal amounts of formalin/formaldehyde but may still be utilized depending on the tissue.

Buffered formalin/formaldehyde hazard classification is listed below in accordance with OSHA Regulation 29 CFR 1910:

Flammable liquids (Category 4), Acute toxicity, Oral (Category 4), Acute toxicity, Inhalation (Category 4), Skin sensitization (Category 1), Germ cell mutagenicity (Category 2), Carcinogenicity (Category 1B), Short-term (acute) aquatic hazard (Category 3)

Exposure to formalin by individuals participating in laboratory sessions will be minimal and participants will be required to follow PPE and safety protocols to mitigate risk. Individuals who are pregnant or have preexisting respiratory conditions may wish to reconsider their participation in tissue laboratories.

Tissue Disposal

All animal tissue is disposed via UW-Madison Environmental Health and Safety twice per week. All tissue must be frozen, bagged, boxed, and sealed, then placed in the appropriate freezer within the building. The Clinical Simulation Program wet skills laboratory tissue dropoff location is within the Biomedical Research Model Services facility in the Clinical Science Center (CSC). All personnel utilizing this tissue disposal facility must take an orientation, submit an access request, and be assigned an individual PIN to enter the facility.

All human tissue is disposed of in accordance with state law and UW Health and UW-Madison policy, and sent back to the tissue bank for proper disposition.

Tissue Transportation Outside the Laboratory

All tissue utilized in the laboratory will be acquired and disposed of legally, and in accordance with hospital policy. All human tissue entering the facility will be in sealed, opaque boxes, and will not be unsealed until inside the laboratory. During a course utilizing human tissue, all exterior doors to the laboratory will be closed and locked to non-CSP personnel. Once used, all tissue will be disposed of following proper guidelines. All human tissue leaving the laboratory for disposition will be in a sealed, opaque box for transport outside of the laboratory.

VERSION CONTROL

Version	Author	Date	Description
1	Emma Huston	08/30/2021	Wet Skills Laboratory Policies and Procedures
2	Emma Huston	4/27/2022	Human Tissue and Transportation Addition
3	Emma Huston	10/25/2023	Whole Body Animal Cadaver Addition

APPENDIX F: Authorization Release for Photography and Video (Compiled via Qualtrics)

Acknowledgement of Policy and Procedure Manual & Photography/Video Release

I acknowledge that I have access to the UW Health CSP's Policy and Procedure manual located on our website (ask CSP administration if you'd like to see a copy). I am aware that there may be changes made to this manual from time to time, and that I am responsible for reading and abiding by said changes. I understand that failure to abide by the terms of this manual may lead to a suspension of CSP facility privileges.

I understand that the CSP is subject to video surveillance for quality and educational purposes. I further understand that by participating in the CSP, I hereby grant the CSP the right and permission to use photographs, images, voice recordings, and/or video recordings of me ("Material") via internal medium for purposes of education or quality control. I release the CSP from and against any future claims arising out of or in connection with the Material or the CSP's use thereof in accordance with this paragraph.

- I agree to the terms and conditions

Additional Photography/Video Release

By choosing "I agree" below, I grant the CSP the right and permission to use photographs, images, voice recordings, and/or video recordings of me ("Material") via internal and/or external medium, including but not limited to websites, publications, and marketing materials, in any manner and for any purpose by the CSP. I understand that this release constitutes my approval of the use of the Material which may be copied, exhibited, displayed, published or distributed by the CSP without compensation to me. I waive any right to compensation related to the future continued use of the Material by the CSP. There is no geographic limitation on where the Material may be distributed or exhibited.

I understand I have the right to revoke this release at any time but such revocation shall apply only to Material obtained following the date of revocation. Additionally, I release the CSP from and against any future claims arising out of or in connection with the Material or the CSP's use thereof.

I hereby warrant that I am eighteen (18) years old or more and competent to contract in my own name. This release is binding on me and my heirs, assigns and personal representatives. I am further aware that I may contact the UW Health Clinical Simulation Program Administration if I have any questions or concerns.

- I agree to the terms and conditions
- I do not agree to the terms and conditions