

# **Standard Operating Procedures Manual**

## **UT Southwestern Simulation Center**

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Document Created November 15<sup>th</sup>, 2019  
Last Update February 10, 2021

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## **Our Vision**

Improve patient care through simulation-based education and scholarship.

## **Our Mission**

We will provide high-quality, innovative simulation-based education and scholarship for UT Southwestern and our community.

## 1. Introduction to the UTSW Simulation Center (UTSWSC)

- a. Physical Location – The main facility is located in the West Campus Building 3, second and third floor, 2001 Inwood Road, Dallas, TX

Mailing address: 5323 Harry Hines Boulevard, Dallas, Texas 75390 MC:9092.

- b. Hours of Operation – UTSWSC normally operates 8:00 am to 5:00 pm Monday through Friday. After hours and weekend activities required preapproval by the UTSWSC Operations Director, prior to scheduling.
- c. After hours use of the Skills and Procedures Laboratory is limited to individuals and groups *participating* in an approved activity or with proper orientation by UTSWSC. Access may be granted by UTSWSC administration through a UTSW ID badge. The approved-users list will be reviewed on an annual basis. If you need emergency access to the facility after hours, please contact the event coordinator. For additional information regarding the *Skills Laboratory Rules for Use*, refer to [Appendix D](#) on page 19.
- d. Latex – UTSWSC is not a latex-free facility. If you have a latex allergy, use protective measures and notify the staff.
- e. Use and Disposal of Supplies:
  - i. It is against UTSWSC 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.

- ii. The UTSWSC does not use real medication during simulated activities. Disposable supplies used in simulation have not been used for patient care.
  - iii. Supplies and kits may be reused by other learners. Please ask UTSWSC for assistance with proper disposal.
  
- f. Biohazardous Materials – The UTSWSC permits animal tissue labs on a pre-authorized basis for explants. Live animal labs are subject to IACUC review and approval and require several months of advance notice. The use of any biohazardous materials such as blood, urine, and any human tissue is strictly prohibited without proper approval and consent. All cadavers must be obtained through the UT Southwestern Willed Body Program. Please also refer to UTSW Policy .
  
- g. Food and Beverages – Food is not permitted in simulation laboratories, exam rooms or control rooms. Only covered beverages are permitted in control rooms. Food and beverages are permitted in the lobby and classroom spaces.
  
- h. Markers, Pens, Pencils, etc. – No ink writing instruments (markers, pens, highlighters, etc.) are allowed in the HF simulation rooms (except dry erase) as they may permanently damage manikins. The UTSW will provide pencils for use in HF simulation rooms.
  
- i. Photography and Video – All participants must have on file a signed and dated Simulation Agreement Contract. By signing this release, you hereby grant The UTSWSC reserves the right and permission to use photographs and/or video recordings of you on University and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation to you.
  - i. No photos or recordings of animate or cadaveric labs are allowed. These labs should not be discussed on social media.
  - ii. SPs are required to sign a Standardized Patient Policy Agreement, annually.
  - iii. Any photo or video taken during this and future 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 recordings maybe viewed by members of the UTSWSC staff and course instructors. No recording will be used for promotional or marketing purposes if you select “no” on your acknowledgement form.
  - iv. With activity director approval, you may schedule time at the UTSWSC facility to view any video in which you appear, for a period

of up to 30 days following the course date. As a participant or observer of a UTSWSC 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 UTSWSC.

- j. Contact Information – All UTSWSC activity directors and co-directors must provide the UTSWSC administration with a current cell phone number. This information is required on the *Activity Request Form*, found on the UTSWSC website.
- k. Dress Code:
  - i. Staff, activity directors, and co-directors are expected to always present a professional appearance. Refer to UT Southwestern dress code policies and procedures.
  - ii. Participants are expected to wear appropriate protective attire for their role, as specified by the course curriculum including gowns, masks, gloves and other personal protective equipment deemed appropriate.
  - iii. All learners participating in standardized patient activities must be dressed professionally and in a clean pressed white coat.
- l. Storage Lockers – To reduce tripping hazards in simulation laboratories, please store all backpacks, books and other personal items in classroom spaces or lockers located on the third floor. Locks for daily locker use may be borrowed upon request at the UTSW 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. Personal affects left behind will be removed and stored in the lost and found.
- m. Personal Property – The UTSWSC 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. There is Lost and Found box inside the administrative offices. Any items not claimed will be discarded at 90 days.
- n. Conduct – All activity directors and instructors are expected to support the mission of the UTSWSC. Clients and learners should exercise the highest level of professionalism, integrity, ethics, objectivity and respect in their behaviors and relationships which may affect the UTSWSC. Clients should act in the best interest of the UTSWSC at all times. The UTSWSC administration reserves the right to suspend director, instructor and

participant privileges of UTSWSC 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.

For SP activities, there are no cellphones, tablets, pagers and laptops allowed. Lockers are available for temporary storage (refer to item X I).

## 2. Client Use of the UTSW

- a. The UTSWSC is available for use by multiple UTSWSC schools, departments, programs, individuals, collaborators, industry, and community organizations.
- b. Standardized Patients (SPs) may be booked to be used in educational activities by any activity director member if resources are supported and it is approved by UTSWSC.

**NON EDUCATIONAL REQUESTS:** External organizations may also request use of UTSWSC and SPs which will be reviewed on a case-by-case basis. The Operations Director will determine and reserve the right to decline any such requests.

- c. All requestors are required to complete an *Activity Request Form*, located on the UTSWSC public website. Applications are reviewed by UTSWSC administration to determine if the topic is appropriate for simulation. If the application is approved, a meeting with the applicant is required with UTSWSC staff.
- d. Approval and priority of use is determined by appropriateness, completeness, and readiness of course and simulation session. These are the primary criteria for scheduling and implementation.

## 3. Simulation Center Overview

- a. Two floors that spans 49,000 square feet.
- b. Offer realistic environments resembling:
  - i. Intensive Care Unit
  - ii. Trauma Bay/Emergency Department
  - iii. Two full-sized Operation rooms
  - iv. 20 Outpatient/Clinic Rooms
  - v. 6 inpatient, hospital suites
  - vi. 1 Labor and Delivery room

- c. All modalities of simulation
  - i. Task training/Procedural based simulation
  - ii. Virtual Reality
  - iii. High Technology (Fidelity) Manikins
  - iv. Standardized Patients
- d. State of the art equipment, throughout all rooms
  - i. Center of Excellence for Karl Stortz
  - ii. Sophisticated, uniquely designed audio visual capture system to offer learners and faculty real-time and post session viewing.
- e.

## 4. Instructor Orientation

- a. Orientation:
  - i. The UTSWSC will contact new activity directors to schedule an orientation in advance of the instructor's initial use of the UTSWSC.
  - ii. Activity directors may be required to complete additional training which may include, and is not limited to: review of the Policy and Procedure Manual, overview of simulation environment and resources, hours of operation, program map and tour, *Activity Request Form*, planning a simulation, course development, running a simulation, principles of effective simulation, and any additional curriculum as deemed necessary by UTSW staff.
  - iii. The UTSWSC can refuse the use of the UTSWSC or equipment to instructors who have not completed the above preparation.
- b. Acknowledgement of Policy and Procedure:
  - i. Prior to initial use of the UTSWSC, instructors must review the Policy and Procedure Manual and sign the *Acknowledgement of Policy and Procedure* form (see [Section 18, Acknowledgement of Policy and Procedure and Photography/Video Release](#)), acknowledging willingness to comply with all policies and procedure as written in the Policy and Procedure Manual.
  - ii. UT Southwestern policies and procedures take precedence over any circumstances not covered in this document and/or the Policy and Procedure Manual.

## 5. Scheduling Activities



- a. All sessions, classes, and training at UTSWSC should be initiated via the *Activity Request Form on the website*.
- b. A system automated response will be initiated to give you confirmation that the activity request has been received.
- c. If date and appropriate resources requested are available as deemed by UTSWSC staff, a tentative hold on the requested date(s) will be placed on the schedule for 30 days.
- d. The Sim center will reach out for additional information and set up meetings required to facilitate the request.
- e. UTSWSC staff will hold the necessary rooms, staff and equipment for the simulation activity and present to the Operations Director for approval.
- f. Attendance – All participants, including activity directors and instructors, must sign in on the Center's iPads.
- g. Participants – Activity directors are responsible for scheduling, notifying, and communicating with all participants and faculty instructors in their simulation event.
- h. Changes must be submitted at least 10 business day prior to a high-fidelity event and 30 days prior to a Standardized Patient Activity. Changes that do not meet the defined deadline may be approved only by the Operations Director, based on magnitude of requested changes and availability of rooms, equipment, and staff.
- i. Last minute additions will be considered on a case by case basis, determining if time exists as well as whether staff and equipment are available. Additional fees may be incurred at the discretion of the Director for last minute requests.

## 6. Disability Accommodation

- o. Section 504 of the Rehabilitation Act of 1973, as amended (Section 504), and the Americans with Disabilities Act of 1990, as amended (ADA), prohibit discrimination against qualified individuals with a disability. In accordance with these and other federal and state laws, UTSW is committed to providing equal opportunities for qualified applicants for admission and qualified learners with disabilities. For complete policy details, please see the EDU-103 Reasonable Accommodations for Qualified Applicants and

Learner with Disabilities policy located on the UTSW website, under Education & Training/Catalog/Student information, [Handbook of Institutional Policies and Operating Procedures](#).

## 7. Quote and Invoice Process:

For events subject to an associated fee, the Simulation Center will develop an estimate after the initial intake meeting with a client. The estimate will be shared with activity director via email. Once reviewed and agreed upon, the event will be confirmed. After an activity, an invoice will be generated and sent via email to identified financial contact. Payment re-admittance should occur with 90 days of the services rendered.

### Cancellation

If a simulation activity must be cancelled by the instructor, the UTSWSC will evaluate the circumstances, and may institute an activity cancellation fee (see [Section 13, Cancellations](#)).

## 8. Industry and Vendor Relations

### 1. Services and Equipment

Description of specimens to be provided and fee structure are set forth in the fee schedule attached hereto as Exhibit A, or as agreed by the Parties.

- (a) Fees: Company shall compensate the Facility for the use of its space and resources related to the Course as per the fee structure set forth by UTSW and on one or more subsequent dates as may be agreed to by the parties in writing during the term of this Agreement (the initial period and each subsequent rental period, a “Rental Period”).
- (b) Statement of Services to be Performed. All Courses should be scheduled through UTSWSC’ formal application process located at <https://www.utsouthwestern.edu/departments/simulation-center/forms/schedule.html>. Facility’s Simulation Center operates on a first come – first serve basis, as such space and activity reservations will such follow availability as it available.
- (c) Basis for Calculating Reimbursable Costs: Cost for these services will be calculated at the actual hourly rate of incurred cost for the planning and duration of an activity as defined under Scheduling Administration on the attached Fee Schedule. These costs are inclusive of administration, facilitation, or other services mutually agreed upon by Company and Facility. Prior to the delivery of on a simulation activity, Company will contact the Facility’s Simulation Center (UTSWSC) of interest in hosting a course, by

completing an Application Request Form. After an intake meeting and proper collection of appropriate information, UTSWSC will provide a budgetary estimate to Company, based on course logistics and the Contract's Fee Schedule. Both parties will agree in principal to the budgetary estimate prior to initiation of these services. After the Course is executed, Facility will provide Company an invoice. Failure of Company to issue payment with 90-days will result in a 3% late fee, incurred every 90 days.

- (d) The Facility shall be responsible for providing resources including for the simulation.
- (e) Cancellations. The UT Southwestern Simulation Center (UTSWSC) requires a minimum two-week's notice for any Course cancelations. Cancellations should be emailed to the UTSWSC Operation Director. Cancellations within two-weeks of the scheduled Course date are subject to the full cost of the Course. Notwithstanding the foregoing, Company shall not be obligated to reimburse UTSWSC for any costs and expenses associated with items that can be utilized for other labs, including but not limited to, non-disposables, gowns, masks or shoe coverings. UTSWSC retains the right to cancel a Course if Company fails to provide UTSWSC will critical logistics information.
  - a. Contract:
  - b. A Facility Agreement must be in place for all industry activities, in partnership with The University of Texas Southwestern Medical Center, 5323 Harry Hines Blvd., Dallas, TX 75390-9056, for the UT Southwestern Simulation Center located at 2001 Inwood Road, Dallas, TX, 75390, US ("Facility").
  - c. The Agreement shall become effective upon a mutually agreed upon (the "Effective Date"), and, unless terminated as provided for in this Agreement, shall continue through the defined end date.. It may be renewed or extended by mutual written agreement. Payment shall be remitted within NET 90 days of receiving the invoice from Facility.
  - d. Either Party may terminate this Agreement:
    - i. without cause by providing the other Party with at least sixty (60) days' written notice of its intent to terminate. If Facility is not in breach of this Agreement, then Company shall be obligated to pay Facility only for work done and non-cancellable cost of materials for which Facility has become obligated in connection with the Course up to the date of such termination; or
    - ii. immediately upon written notice to the other Party in the event that the other Party fails in any material respect to comply with the terms of this Agreement

## 9. Simulation Activity Approvals

- a. *Approval of the Activity Request Forms* may be determined by but not limited to: availability of rooms, equipment, or staff, as well as simulation not being the appropriate methodology to meet the planned objectives.
- b. A scheduled activity will be cancelled if a complete HF scenario is not received by UTSWSC staff at least **10 days in advance** (excluding weekends and holidays) of a scheduled course. Such cancellations are subject to a cancellation fee (see [Section 13, Cancellations](#)).
- c. Standardized Patient activities must be formalized 6 months in advance.
- d. In the case of an activity denial, the instructor/director requesting UTSWSC services will receive an email and call from UTSWSC staff with a follow-up contact to discuss re-scheduling options.

## 10. Creating a Simulation Activity

- a. New directors/simulation activity must:
  - i. Complete all segments of training prior to use (see [Section 3, Instructor Orientation](#)).
  - ii. Complete an *Activity Request Form* at a minimum of six months prior to a SP activity, and three months prior to a simulation activity.
  - iii. Meet with the UTSWSC curriculum staff to review course information, goals, objectives, logistics, equipment needs and scheduling. UTSW may request further information or clarification prior to approval and scheduling.
  - iv. New simulation activities will be reviewed by the UTSWSC curriculum staff UTSWSC Directors, as well as, respective UTSWSC governing boards.
  - v. Activity Directors may be asked to complete an evaluation upon completion of the simulation event.
- b. Established instructors/activities must:
  - i. Complete an *Activity Request Form* at a minimum of six months prior to a SP activity, and three months prior to a simulation activity.

- ii. As determined necessary by UTSWSC staff, meet with the UTSWSC curriculum staff to review course information, goals, objectives, logistics, equipment needs and scheduling prior to one month before event. UTSWSC may request further information or clarification prior to approval and scheduling.
- iii. Established simulation activities may be reviewed by the curriculum staff and/or the UTSWSC Director, as determined necessary by UTSWSC staff.
- iv. Activity Directors may be asked to complete an evaluation upon completion of the simulation event.

## 11. Simulation Activity Facilitation

- a. Instructors:
  - i. All sessions require appropriate, trained instructors to be present. Failure to do so may result in course cancellation.
  - ii. All high fidelity scenarios require one instructor per room, per ten learners.
  - iii. All skills sessions require one instructor per 20 students, per skill station.
  - iv. All Standardized Patient sessions require one instructor per ten rooms.
  - v. All assessments and quality assurance need to be identified during planning and required appropriate approval (see scheduling a simulation).
- b. Rooms will be set per documents and information provided to staff. Any day of changes are sole responsibility of course director and/or instructors.

## 12. Equipment and Facility Use

- a. Simulation Equipment:
  - i. UTSWSC has several types of simulators, environments, and modalities. UTSWSC staff will help directors or instructors determine the resources and level of fidelity to effectively meet the defined learning objectives. The equipment and supply lists will be confirmed with UTSWSC staff during the scheduling process.
  - ii. Equipment and supplies may be provided by UTSWSC for activities

for a fee with the exception of any specialized equipment and supplies. Any necessary equipment and supplies for an activity that are not considered standard by the UTSWSC 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 UTSWSC 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 directors, co-directors, 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, he or she should make an appointment with the UTSWSC staff.
- b. Troubleshooting – A UTSWSC simulation specialist will be available during the duration of the session, and assist in operating and troubleshooting all equipment. The specialist will provide a detailed overview of the simulation center resources and the proper use of all simulation equipment pertaining to your course. In the event that equipment is malfunctioning, we 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 by a UTSWSC simulation specialist. Any special requests for room set up should be indicated during the intake meeting or in writing one week prior to an event.
  - d. Any unresolved issues should be addressed with the UTSWSC Operations Director.

### 13. Cancellations

- a. For inclement weather, UTSWSC will follow the UT Southwestern campus policies and reserves the right to cancel simulations based on inclement weather.
  - UTSW Policies:
    - i. <https://www.utsouthwestern.net/intranet/services/communications/campus-connect/year-2015/inclement-weather-policy.html>
    - ii. <https://utsouthwestern.policytech.com/dotNet/documents/?docid=1056&anonymous=true>

- b. Fire safety regulations UTSWSC will follow the UT Southwestern campus policies.
- c. Activity cancellations:
  - i. Clients must email or call in **ALL CANCELLATIONS** to the UTSW Operations Director/Simulation Coordinator at least ten business days prior to the scheduled date of the class.
  - ii. Instructors must email or call the UTSW Director/Simulation Coordinator as soon as they are aware that they will be unable to instruct a course.
  - iii. Instructors are responsible for notifying participants/learners of course cancellations.
  - iv. Participants should notify the course instructor directly, not the UTSWSC, if they are unable to attend a course.
  - v. Any cancellations may be assessed a cancellation fee regardless of the amount of notice given.
  - vi. Any cancellations that are required within 48 hours, need approval by the UTSWSC Operations Director, regardless of the reason.
  - vii. Inclement weather cancellations will follow closures for UTSW campus (see [UTSW 2020 Inclement Weather Policy](#)).

#### 14. In-Situ Training or Renting from UTSWSC

- a. Use of equipment, staff, and other resources of the UTSW are subject to availability and must be requested via an Activity Request Form. If a request is made after the initial meeting, formal approval is needed by the Operations Director. For rentals, UTSWSC needs the form at least two weeks in advance of the simulation. Each piece of equipment must be signed in and out of the center. Any damage of equipment rented is the liability of the borrower. Renters are responsible for picking up and returning materials.
- b. Disposables/Consumables – A fee may be associated with any disposable materials used. Example: Manikin neck skins, IV arm tubing, simulated blood, endo-tracheal tubes, or additional airway equipment.
- c. Repair – Equipment will be inspected prior to departure and upon return to the UTSW. Any damage to the UTSW'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. Cleaning- If any cleaning is required upon return, a fee may be assessed.

## 15. Parking Policy

- a. All visitors of the UTSW Simulation Center (UTSWSC) are required to follow all rules and guidelines set by UTSW Parking Services.
- b. Valet and Self-Parking options are available at the West Campus Building 3 parking garage.
  - I. Valet parking is available for a nominal fee at the main entrance of the West Campus Building. Hours and rates are posted at the valet stations in front of the building.
  - II. Self-Parking is designated on level 1 and 2. Hours and rates are available at the pay stations inside the building.
  - III. See [West Campus Building 3 Parking & Transportation](#) website for further information.
- c. For non UTSW employees, parking vouchers are available upon approval from the Sim Center.

## 16. 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. UTSWSC Program and Human Resources – For concerns about staff or instructors, please contact the UTSW Operations Director at (608) 358-3191 or UTSW Human Resources.

## 17. APPENDIX A: Activity Request Form





Learner affiliation  
- Select One -

Department or program \*Required

**Is this a conference?**

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

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

Date requested: first preference \*Required

Date requested: second preference \*Required

Date requested: third preference \*Required

List additional dates, if needed

Time(s) requested  \*Required

Estimated duration of your event \*Required

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

**What audio visual support is needed?**

- PowerPoints
- Presentations
- Recording

- Presentations
- Recording
- Live viewing
- Other

**Does a national accrediting board provide these training methods?**

- Yes
- No

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

Primary objectives

**Will there be an assessment?**

- Yes
- No

### Terms and conditions

I understand that by selecting this box, I will ensure UTSW Simulation Center staff have appropriate case scenarios, agendas, number of learners and/or changes to the planned curriculum at least 30 business days before my scheduled event. Event is subject to cancellation per discretion of Simulation Center director upon failure to comply.

I accept the terms and conditions

**\*Required**

### 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 UT Southwestern Simulation Program.

I agree

**\*Required**

 I'm not a robot  reCAPTCHA  
[Privacy](#) [Terms](#)

**Submit**

Reset

## 18. APPENDIX B: Tour Request Form

### Tour the Facility

Thank you for your interest in scheduling a tour to see our facility. Please submit a formal request through this form. Staff-guided tours are typically hosted on Thursdays, between 9 and 10 a.m. However, individual accommodations may be honored on a case-by-case basis, by center leadership. After submission of your form, a simulation staff member will contact you to confirm availability, within two business days.


|  |           |
|--|-----------|
| First name                                       | *Required |
| <input type="text"/>                             |           |
| Last name  | *Required |
| <input type="text"/>                             |           |
| Email address (you@someplace.com)                | *Required |
| <input type="text"/>                             |           |
| Phone number (123-456-7890)                      | *Required |
| <input type="text"/>                             |           |
| Affiliation (e.g., school, department or agency) |           |
| <input type="text"/>                             |           |
| Date requested                                   | *Required |
| <input type="text" value="mm/dd/yyyy"/>          |           |
| Time requested                                   | *Required |
| <input type="text" value="--:-- --"/>            |           |
| Number of people in your group                   | *Required |
| <input type="text"/>                             |           |
| What is the purpose of the tour?                 | *Required |
| <input type="text"/>                             |           |

### Consent to share your information

I understand that by submitting this form, my information will be used to contact me regarding my interest in UT Southwestern Simulation Center.

I consent to share my information. \*Required

\*Required

I'm not a robot 

Submit Reset

## 19. APPENDIX C: UTSWSC Terminology

1. **Activity-** sim courses are named activities, Courses are part of the larger Medical Student Curriculum.

2. **Activity director-** the lead of any given activity, whom is responsible and accountable to coordinate with the simulation team, develop curricula and supporting activity materials, recruit instructors, train instructors, and other critical duties as lead instructor.
3. **Assessment** – a grade 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
4. **Case** – facilitator and UTSW staff information, including flow chart of manikin reactions, medications, patient history. Information that allows faculty and staff to set up and administer the simulation
5. **Debrief** – post-event review with learners and instructors
6. **Evaluation** – feedback from learners and instructors on the event, UTSW, and case. UTSW will also evaluate instructors
7. **Event** – a simulation session in the UTSW. Includes learner orientation, didactic information, hands-on simulation, and debriefing.
8. **Event Coordinator/Event Director** – individual who organizes and oversees a simulation event or program.
9. **Gap Analysis** – Similar to a need assessment, enables instructors to identify area to address by identifies a given group of learners' current gap in knowledge, skills, or attitude. This may be conducted via informal interviews, direct observation, patient outcomes, etc.
10. **Goals** – a generalized statement of intended learning. Goals should be simple, attainable and prioritized based on the greatest need or most important to achieve.
11. **Instructor** –Trained simulation instructors are subject matter experts who have undergone appropriate simulation training to instruct or conduct a given activity. Training would include completion of Sim101.
12. **Learner** – any participant in a simulation
13. **Learning Module:** a simulation-based module is designed as one component of a course.
14. **SimIQ®** – software system for AV capture, analysis, delivery and evaluation of the simulation.
15. **Manikin** – human-like simulator
16. **Multi-Skills Room** – space for learner orientation, didactic sessions, skills training on low fidelity simulators, debriefing, etc.
17. **Objectives** – measurable targets. These are specific observable and measurable behaviors that the instructor wants the learners to achieve/demonstrate.
18. **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.
19. **Scenario** – orientation or briefing information for the learners, including advance readings, preparation information for the event, and patient or case information (patient history).
20. **Scripts** – any role play information for standardized patients, team members or confederates taking part in the simulation

21. **Simulation Laboratory** – one where the hands-on simulation session is conducted, usually with the use of a high fidelity manikin and A/V capture.
22. **Skills and Procedures Laboratory** – one where learning and practicing of fine motor skills is conducted.
23. **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.
24. **Task trainer** – low fidelity/technology simulators that target one or a very limited number of health care skills.
25. **Virtual Reality Simulator** – one using generated images.

**NOTE:** For additional terminology related to Simulation, please refer to the **Healthcare Simulation Dictionary** (2<sup>nd</sup> Edition) which can be accessed and downloaded on the Society for Simulation in Healthcare (SSH) website. <https://www.ssih.org/Dictionary>

## 20. APPENDIX D: Skills Laboratory Rules for Use

### Skills Laboratory Rules

#### Please be Advised:

There is no supervisor present. This area may be under video surveillance and capture. The UTSW Simulation Center (UTSWSC) is not liable for accidents or injuries as a result 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 UTSWSC.

### Rules for Use:

1. **All users must be pre-authorized by UTSWSC Staff.**  
Please complete a Skills Laboratory Access Request form and return it.
2. **All equipment and materials in the laboratory must be used solely for their intended purpose, and may not for any reason leave the laboratory.**
3. **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.**
4. **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 UTSWSC staff.**
5. **All food and beverages are prohibited.**
6. **Clean your work space when you are finished:**
  - **Wrappers, threads, gloves and other used supplies in trash**
  - **FLS trainers should be switched 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 security at (214) 648-8311.  
For more information, please contact Simulation Center staff at the desk during  
business hours, 214-648-9000 or visit  
<https://www.utsouthwestern.edu/departments/simulation-center/>.*

## **21. APPENDIX E: UTSW Simulation Center Sign-in Sheet**

Learners are required to sign in if they are attending a simulation activity at the Simulation Center or have signed up to practice in some of the high fidelity rooms such as the VR Training room, Lap Open lab, RQI training room, Robotic OR room, and Robotic VR room.

Learners will scan the QR code or link listed below and complete the sign-in process via RedCap.

RedCap Sign in sheet: <https://ais.swmed.edu/redcap/surveys/?s=JHCAD7949N>



## **22. Acknowledgement of Policy and Procedure and Photography/Video Release**

I, \_\_\_\_\_, acknowledge that I have access to the UTSWSC's Policy and Procedure manual located at **UTSW Simulation Center website**. I have read and understand the content of the manual. I am aware that there may be changes made to this manual from time to time, and that I will be responsible for reading and abiding by said changes.

UTSWSC 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, Director these are non-invasive procedures only.** The UTSWSC has emptied all real medications vials and syringes and replaced them with air or water, so there will be no confusion with real medications.

During each center sign-in, you will be required to answer whether you hereby grant The UTSW the irrevocable right and permission to use photographs and/or video recordings from that session's recording, during the simulation you are participating in. Your authorization grants access of your photo on University and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without direct compensation.

**I hereby warrant that I am eighteen (18) years** old or more and competent to contract in my own name or, if I am less than eighteen years old, that my parent or guardian has signed this release form below. This release is binding on me and my heirs, assigns and personal representatives. I am further aware that I may contact the UTSWSC Administration in regards to any questions or concerns. I understand that failure to abide by the terms of this manual may lead to a suspension (temporary or permanent) of UTSWSC facility privileges.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

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Please sign and date this form, and return to UTSWSC Administration prior to use of UTSW facilities. Participants will not be permitted to use UTSWSC facilities without code on a signed Acknowledgement of Policies and Procedures form. Thank you for your cooperation.