

APPENDIX I



EDGEWOOD
UNIVERSITY

Simulation and Skills Lab Guidelines

For simulation labs and skills labs located at:

Edgewood University, DeRicci Hall, 1000 Edgewood College Dr., Madison, WI 53711
Center for Healthcare Education and Simulation (CHES), 3001 W. Beltline Hwy, Madison, WI 53713
Center for Health Sciences, 1255 Deming Way, Madison WI, 53717
Mercyhealth Medical Science Hub, UW-W Rock County, 2909 Kellogg Ave., Janesville, WI 53546
Beloit College, Sanger Center for the Sciences, 801 Pleasant St., Beloit, WI 53511

During their education, Edgewood University students may be given the opportunity to engage in learning in simulation at a simulation lab and/or skills in a nursing lab. Edgewood's simulation and skills lab sites offer a safe learning environment where participants learn through active participation in an environment where errors are integral to learning and enable a safe place where patients cannot be harmed. State of the art technology such as manikins that look, feel, and respond to your actions as a manikin like a real human being are utilized to advance your learning and progression. You will be able to perform an assessment, administer medications, perform nursing skills and integrate theory into a patient care environment. It is expected that participants will follow ground rules listed below.

1. As a participant, you are expected to conduct yourself in a professional, responsible, and ethical. This conduct includes, but is not limited to, the following areas:

- You must dress in proper attire that would be acceptable while treating a patient in a healthcare setting.
- You must treat the manikin in the same professional manner that a patient would be treated.
- Absolutely no unprofessional conduct will be tolerated with regard to the manikins, simulation staff or Edgewood faculty including, but not limited to:
 - Inappropriate comments
 - Inappropriate giggling, laughing or distracting others.
 - Ignoring simulation staff or Edgewood faculty instruction
 - Failure to be adequately prepared for simulation
 - Cell phone or computer usage in the simulation center

- Any behavior that simulation staff or Edgewood Faculty view as unprofessional.
- No conversations or engaging in other activities not related to observations of the simulation experience are permitted.
- The simulation staff and/or Edgewood faculty reserve the right to remove you from the premise if perceived to be behaving unprofessionally.
- If you are asked to leave the simulation center or lab, your action may result in a failed course. Your conduct will be reported to Edgewood University, College of Health Sciences administration for possible disciplinary action.

2. As a participant you are responsible for fully preparing yourself prior to visiting as well as actively participating in all aspects of the simulation experience.

- Arrive the day of simulation with your written preparation completed and reflecting your own work, not reflective of anyone else's work. All preparation materials should be carefully read, and any concerns or questions should be handled, by the clinical instructor, **prior** to the day of the visit.
- It will be understood that during the simulation experience that you may be asked to be an observer and give constructive criticism to fellow students in the process of learning. This needs to be done in a respectful manner.
- Anything that was observed during your simulation experience must be kept confidential. This includes your observations of your fellow students and of the scenario that was presented by your clinical instructor. HIPAA confidentiality rules and guidelines apply to both components. Failure to comply with these rules/guidelines would be considered a breach in confidentiality and would be treated as such regarding academic consequences.

3. As a participant, you acknowledge and understand that your participation at the simulation lab authorizes the video taping of your lab experience and that this videotaping may be viewed and used for educational purposes beyond the day of the visit. Videotaping is essential to the simulation learning experience and will be used to critique, evaluate and learn from the experience.

4. As a participant, you acknowledge that the facility and equipment at the simulation lab and skills lab must be properly maintained by all visitors. In this effort you are asked to:

- Limit food and beverages to authorized conference rooms only.

- Honor the **no cell phone and computer use policy**. Cell phones and computers are prohibited from personal use. Only authorized use of such devices for learning purposes will be granted by simulation staff or your clinical instructor.

- Honor the **no pens, markers or ink-based writing utensils in the simulation room policy**.

The ink cannot be removed from the manikins. Pencils may be provided if you do not have one on the day of the visit.

5. As a visitor, you acknowledge that you are to park in designated parking spots as applicable to each simulation location. For the CHES location, only park in non-designated spots or CHES-designated spots located at the far West end of the parking lot. Do not park in the CHES Management spot

******I agree to the above conditions when participating in simulation at the simulation sites for the duration of my nursing program(s). I understand that failure to comply with any of the above guidelines may result in my removal from simulation, result in a report to the school of nursing administration, and may result in a potential failing grade in the clinical course. I assume full responsibility for my actions and professional behavior. I attest that I have read and agree to these terms by signing the Edgewood University code of conduct.**