Simulation Coordinator

Standard Operating Procedure (SOP)

# Introduction:

## The position of Simulation Coordinator is one to support the functions of UNLV School of Nursing, NSC School of Nursing, UNSOM and other external entities as they deliver simulation-based course content at the Clinical Simulation Center of Las Vegas. The position’s duties are split between Coordinator responsibilities and Technician responsibilities.

# Purpose:

## The purpose of this document is to provide detailed, standardized protocol to successfully perform the essential duties of the Simulation Coordinator.

# TOC

Create when all editing if finished.

# Simulation Coordinator Responsibilities:

## Simulation Operation Committee

### Schedule and conduct meetings

### One representative each from NSC, UNLV, UNSOM, and CSCLV

### Take minutes and distribute

### Create and manage agenda

## Manage simulation scheduling

### Accept requests that occur two weeks in advance or more

### Accept cancellations of 48 hours or more before simulation

### Requests are to include:

#### School

#### Class

#### Beginning and Ending Time

#### Instructor Name

#### Manikin preference

#### Scenario to be used

### Assure requested or acceptable room and manikin are available

### Resolve any room or time conflicts

## Usage Statistics

### Maintain Google schedule duplicated in Excel during each semester

#### Include items a-f in Item B3 above

#### Enter number of students participating each day

#### Enter name of instructor if different than scheduled

#### Enter other changes as they occur (time, instructor, etc.)

### Compile and distribute statistics by class and school at the end of each semester (May, August, and December)

## Faculty Training

### Ensure simulation faculty participate in ongoing training to attain the levels outlined in the IPCM Faculty Standards

### Manage training classes: schedule classes, enroll faculty, track attendance, and standards implementation

### Assist faculty in scenario writing with Blank Master Scenario

### Maintain, update and provide access to all IPCM Simulation Documentation:

#### Types of simulation training

#### Faculty standards

#### Timeline

#### Scenario run plan

#### Go-Live checklist

#### Room orientation

#### Code Cart orientation

#### Ground rules

#### Confidentiality agreement

## CSCLV Newsletter

### Create and publish newsletter (January, May, and September)

## Provide tours in absence of both Director and Administrative Assistant

## Manage research library

### Collect pertinent simulation materials for CSCLV Library

#### Books, periodicals, journal articles, videos, websites

## Manage external contracts

### Initial planning meeting

#### Provide tour of Simulation if necessary

#### Review CSCLV External Contract Checklist

#### Verify dates, times, scenarios

#### Explain Facilitation/Debriefing process

#### Assist with initial debriefing if necessary

### Conduct wrap-up meeting

#### Review evaluations

#### Plan for any future scenarios

## aa

# Simulation Technician Responsibilities: The duties of the Simulation Coordinator involve the use of the High-Fidelity Simulation equipment of the Center.

## Manikins:

###  SimMan 3G Setup

#### Close compressor valve on the right leg by turning the lever upwards

#### Turn on the manikin by locating the power button on the right side by the waist

#### Turn on the 3G monitor in the room and wait for Wi-Fi connection

#### Turn on the laptop in Sim Control

#### \*\*\*Note: Each 3G Manikin has its own designated Wi-Fi connection that is linked to the 3G laptops. If the laptops crosslink or vice versa with the Wi-Fi connection, the SimMan software will not work properly. i.e. Wi-Fi connection for “SimMan 11” needs to link to the “SimMan 11” laptop. The Wi-Fi connection for “SimMan 11” should not connect to the “SimMan 22” laptop.

### SimMan 3G Shut down Steps:

#### Turn off the manikin by locating the power button on the right side by the waist

#### Open compressor valve on the right leg by turning the lever downward

#### Close the “Patient Monitor” application displayed on the 3G monitor by clicking “Main” then choose “Shut down -> Really Shut down”. Once the application is closed, completely turn off the monitor by pressing “Start” -> “Shut Down”

#### Turn off the laptop in Sim Control

### SimMan Laptop Steps:

#### Click SimMan once laptop loads

#### Select “Instructor Application” icon on the desktop

#### Select the appropriate manikin number (i.e.: “SimMan11”).

#### \*\*\*Note: Do not run the “Virtual Manikin”

#### Select “Healthy Patient” or specific scenario if programmed

#### If not programmed, set vitals and other components necessary for scenario (i.e.: sinus rhythm, crackles, etc.)

### Gaumard Setup

#### Turn on room monitor

#### Turn on laptop in Sim Control

#### Wait for manikin to “wake” once laptop responds to software

#### Monitor Settings

##### On taskbar, click “nview” icon

##### Ensure “clone” is selected. This allows B-Line to capture the monitor feed.

### Recording Session in B-Line:

#### Turn on workstation computer (Dell) located in Sim Control

#### Open Mozilla Firefox from Desktop

#### Log in

#### Click “Start/Join Session”

#### Click SimCapture (see label on top of Dell monitor work station being used)

#### Click “Choose a Scenario – None - Enter Name Below”

#### Type in a unique name for your week, i.e. “UNLV – 415 – Piya Jordan (18)” where “(18)” refers to the Evolve case number, when applicable

#### Click Start Session

#### Go the debrief room that faculty and class have been assigned

##### Press “ON” on the touchpanel

##### Turn on Dell Desktop in rack labeled “2” ( No password needed, press enter)

##### On the Windows XP desktop, open Internet Explorer

##### Log in with your username and password

##### Click “Start/Join Session”

##### Click SimCapture to join (Note: This is the same label on top of Dell monitor work station in Sim Control)

#### Go back to Sim Control. Press “Start Recording” when facilitator is ready

#### Once finished, click “Stop Session”

### Debrief Room Setup:

#### Go to Debrief Room that faculty and class have been assigned

#### Click “Debrief Session”

#### Find debrief video in the list.

#### \*\*\*Note: Correct video is most likely at the top of the list

### Shutting Down A/V Systems:

#### Once the session has completed, shut down the projector by pressing “OFF” on the touch panel in the debrief room(s) faculty and class have been assigned.

#### Shut down Dell computer and SimMan laptop in Sim Control by pressing “Start” -> “Shut Down”

## Room Orientation: A proper room orientation provides student and faculty members with the essential functionalities of the manikin and supplies contained in the room. A brief checklist is located by each station in Sim Control

### Checklist for Room Introduction

#### Ensure that GLOVES are to be worn when touching or handling the Manikin. Remind students not to use Betadine or INK as it will stain the Manikin.

#### Bed Mechanics

##### Side Rails

##### Head of the bed (Low Fowlers, Fowlers, High Fowlers)

##### Foot pump (Raising/Lowering)

#### SimMan

##### Pulses (Carotid, Radial, Brachial, Femoral, Popliteal, Pedal)

##### Auscultation (Heart, Lung, Bowel)

##### BP

###### Manual

###### Place stethoscope in the center of the antecubital

###### Automatic (Touch Screen)

##### Pupils react to light

##### IV Fluids can be given

##### IV Fluids exit via blue tube – FRAGILE!

#### Touch Screen for BP, all other vital signs are current

#### Other

##### SubQ or IM shots on injection pad

##### Bed side table supplies (Emesis basin, Basin, Fracture Pan, Bed Pan)

##### Room supplies all labeled

##### Phone – Call OPERATOR if need anything (i.e. pharmacy, doctor, etc.)

##### Crash cart available (To access supplies break plastic lock)

##### Medication box

##### Laptop

#### Assume everything is a real hospital setting. Have learners verbalize procedures if unsure

## Staging the Scenario: Scenarios will be setup based upon the request of the instructors. Cases are created by faculty with support via Simulation Technician or provided “Off the shelf” via our contract with Elsevier’s Evolve 30 case scenarios. All cases are in plastic boxes stored in Sim Control and are labeled. Each plastic box contains a folder or chart that gives directions in order to stage the scenario. Additionally, the boxes will contain the patient identification band, medications, and other props that will need to go on the manikin. The *Evolve* scenarios contain

## - Red folders within each plastic box. The folder will contain two separate packets in different colors.

## The Green Packet is for the Technician. The packet contains patient overview, staging, and algorithm.

## The White Packet is given to the Faculty that contains: patient overview, staging, roles, and algorithm.

## The burgundy three ring binders also contain patient charts and are used the same way as the red folders from the Evolve scenario. Finding the necessary information to stage the scenario will be under “Situation” or “Patient Report” under the tab “Patient History”. Referring to “Physician Orders” and “Medication Administration” tabs will provide information for medications and other props needed for the scenario.

### Select the appropriate plastic box for the scenario previously confirmed by the Sim Tech with the faculty

### Follow the “Staging Steps” if using Evolve. All other, use “Situation” or “Patient Report”

### On the white board, write the day and time based from the “Algorithm Quick Card” if referring to the Evolve scenarios. All other cases use today’s date.

#### Provide the appropriate phone number(s) on the white board. i.e.: “Operator”, Doctor and/or Rapid Response Team

#### \*\*\*Note: Phone numbers based on assigned Debrief room or Sim Control station

### Once room is staged, place the plastic box under the sink and put all necessary papers for the scenario in Sim Control in the station being used.

## Running Simulations:

### With direction from the facilitator, use the Green Packet to manage the algorithm for the given scenario.

### Voice acting is typically performed by the facilitator. However, it may be necessary to act as the patient. It is the best practice to change accent and tone to match the patient.

### A touch panel provides controls for camera movement, zoom level, and quick preset to jump quickly to various spots in the room. A label on the touch panel provides a list of camera presets.

## Break down of Staged Scenario: All items used in the scenario will be placed back in the plastic box. All other items, such as equipment or moulage will be stored in its appropriate location(s).

### Gather all paper work used for the scenario; this includes the Technician and faculty references.

### Remove ID bands, IV bags, dressings, and all other items used to stage the scenario.

### Put all medications back in the plastic box and re-stock supplies if necessary.

### Re-stock necessary supplies for room if applicable. i.e.: Syringes, crash cart, needles, gloves, etc.

### Empty the drainage bag for the Manikin located under the bed or gurney.

### Store the plastic box in Sim Control in its appropriate place.

## Equipment Maintenance: All manikins and essential equipment should be maintained on a regular basis.

### Cleaning of non-porous surfaces with anti-septic wipes

### Thorough cleaning of porous items with soapy water

### Flushing lines, replacing or repairing damaged components

### Changing or charging batteries

### Restock scenario boxes

### Restock Simulation rooms and Simulation Control area

# Administrative and Managerial

## Managing the Clinical Education Assistant

###  Shared supervision by the IT/Simulation Technician and Simulation Coordinator.

### Weekly meeting include the three personnel

### Assistant should be given duties based on his/her skill level

### A supervisor should be immediately available via phone to support any issues.

## Staff Meetings:

### Conducted weekly by the director or administrative assistant in director’s absence

### Discuss the schedule and “hot topics” for the week.

### Staff bring updates to various projects

# Appendix

## Types of simulation training

## Faculty standards

## Timeline

## Scenario run plan

## Go-Live checklist

## Room orientation

## Code Cart orientation

## Ground rules

## Confidentiality agreement