



CALIFORNIA CAREER COLLEGE

7003 Owensmouth Avenue, Canoga Park, CA 91303

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www.californiacareercollege.edu

Policy on Simulation Center at California Career College

Purpose: To establish a safe and clinically authentic experience for all using the simulation and learning lab.

Scope: This policy applies to all students, staff, visitors, and external parties who use the simulation center at the College.

Policy:

1. **Orientation to the simulation center:** Orientation to the center is required for all participants prior to attending a simulation experience. At a minimum, it will include a tour, professional conduct, safety, dress code and modalities for patient care training.
 1. **Instructor Orientation:** The simulation center lead or designee will provide an overview of the simulation center, program, and equipment for each new staff member upon hire. Ongoing training and refreshers will be provided as needed. If a faculty member has not attended simulation training, the faculty member cannot deliver simulation-based education until training is completed.
2. **Dress Code:** The simulation center is to be considered a clinical patient care area and all faculty and students will come to the lab dressing according to the dress code policy.
3. **Conduct:** Professional conduct is always mandatory. No excessively loud noise or disruptive behavior. No cell phone usage as students are not permitted to have cell phones in the simulation center. Any student who displays conduct that is unprofessional or not in accordance with this policy will be asked to leave immediately and will receive a failing grade for that simulation experience and face disciplinary action.
4. **Simulation Center Safety**
 1. Lab equipment is not intended for clinical use and should remain in the simulation center at all times
 2. All equipment must be in good working condition. If equipment is found to be out of service, it must be removed for service immediately and the instructor notified.
 3. Dispose of all sharps in the provided sharps containers. Never dispose of in the trash
5. **Equipment/Manikin Care**
 1. Handle manikins with care. Damage can occur if the equipment is allowed to become wet, if it is dropped, tampered with, or incorrectly used.
 2. Wash hands before providing care to manikins.
 3. Do not use betadine or iodine on manikins.
 4. Manikins must be cleaned after every use. Clean with mild soap and water only.
 5. Notify instructor if manikin or any equipment requires repair.



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6. Lab Maintenance

1. No food or drink is allowed in the simulation center at any time
2. Return all supplies neatly to their proper storage location after use
3. Beds must be made after no longer in use

7. Infection Control Practices:

- Biological Hazards Precautions
 1. Under no circumstance are students allowed to practice invasive procedures without the assistance of a faculty member.
 2. Hazardous Waste Containers are provided and are to be used for any materials contaminated with body fluids. Any surfaces in the simulation center accidentally contaminated with body fluids should be cleaned promptly with the appropriate disinfectant. This is the responsibility of faculty/students at the time of contamination.
- Hand Hygiene
 1. Appropriate hand hygiene is required in the simulation center to reduce the risk of transmission of microorganisms.
 2. Antiseptic soap and instant hand sanitizer are provided throughout the center.
 3. Routine hand hygiene is expected:
 1. Before and after performing nursing skills
 2. Before putting on and after removing gloves
 3. After using restroom facilities
 4. Before and after eating

8. **Evaluation Methods for Simulation Center:** Ongoing evaluation of the simulation center is key to its success. A survey will be provided to all faculty and students at the conclusion of each course to gain insight and evaluation of their experience of the simulation center. This data will be analyzed and used to improve the services of the center. Survey results will be shared with faculty and key stakeholders at staff meetings and advisory board meetings for recommendations and actions.

9. **Continuous Quality Improvement Mechanisms:** The contribute to the QI process, the College's faculty and staff participate in departmental committees and develop simulation-based education to support proposed initiatives. The College believes that learner and instructor feedback provides the best means to identify areas of opportunity and potential improvement. To encourage this type of dialogue, the student



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and faculty evaluation survey of the simulation center includes an open-ended question about how the center can be modified to suit his/her needs better. All suggestions for improvement and feedback is taken seriously and are discussed in staff meetings and advisory board meetings to continue to improve the center. Utilizing learner and key stakeholder feedback enables the College to identify ways to improve the use of the simulation center and the equipment that is contained within.

10. Roles and Responsibilities of Faculty, Students and Simulation Lead: Everyone must work together to make the simulation center a success. Each person must adhere to the roles and responsibilities:

- Faculty have a responsibility to utilize the simulation center in a responsible manner and to ensure they have received proper orientation prior to utilizing the center or the equipment. Faculty also have a responsibility to ensure student safety and always enforce the policy of the center. All faculty is expected to participate in faculty meeting discussion regarding the use of the simulation center and the equipment contained.
- Students have a responsibility to participate in the simulation center orientation and follow all rules and policies of the center. Students must always adhere to the code of conduct and all infection control practices. Students must keep the center clean and always maintain safe practices.
- Simulation lead, or designee, has a responsibility to collaborate with faculty and students to determine needs and ensure adequacy of the center. The lead is responsible for maintain and updating facilities and equipment inventory and bringing forth equipment requests each year or as needed. He/She must adhere to simulation standards of best practice and promote the use of the simulation center to enhance learning.

Effective Date: This policy is effective as of July 1, 2022.

Review and Revision: This policy will be reviewed annually and revised as necessary.