

The Grand Valley State University Interprofessional Simulation Center

Policy and Procedure Manual



On the Medical Mile, 301 Michigan St. NE, CHS 300, Grand Rapids, MI 49503

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1. Mission and Governance

a. Mission and Vision Statements

The mission of the Grand Valley State University (GVSU) Interprofessional Simulation Center is, to promote interprofessional healthcare delivery by teaching professional competencies in a safe and interactive learning environment. This is accomplished by the application of existing and evolving best practices, principles of andragogy, and technologies.

The vision of the GVSU Interprofessional Simulation Center is to be recognized as an innovator in interprofessional healthcare education. Learners' experiences and interactions, grounded in best practices, will result in the development of collaborative healthcare professionals and improved patient safety. Realizing this vision will strengthen the life-long connections between Grand Valley State University, its alumni, and the greater community.

b. Code of Ethics

The GVSU Interprofessional Simulation Center has formally adopted the [Healthcare Simulationist Code of Ethics via the Society for Simulation in Healthcare](#) which supports the quality and ethical practice of healthcare simulation globally. The Healthcare Simulationist Code of Ethics draws on six fundamental values: Integrity, Transparency, Mutual Respect, Professionalism, Accountability, and Results Orientation.

c. Diversity, Equity, Inclusion, and Belonging Commitment Statement

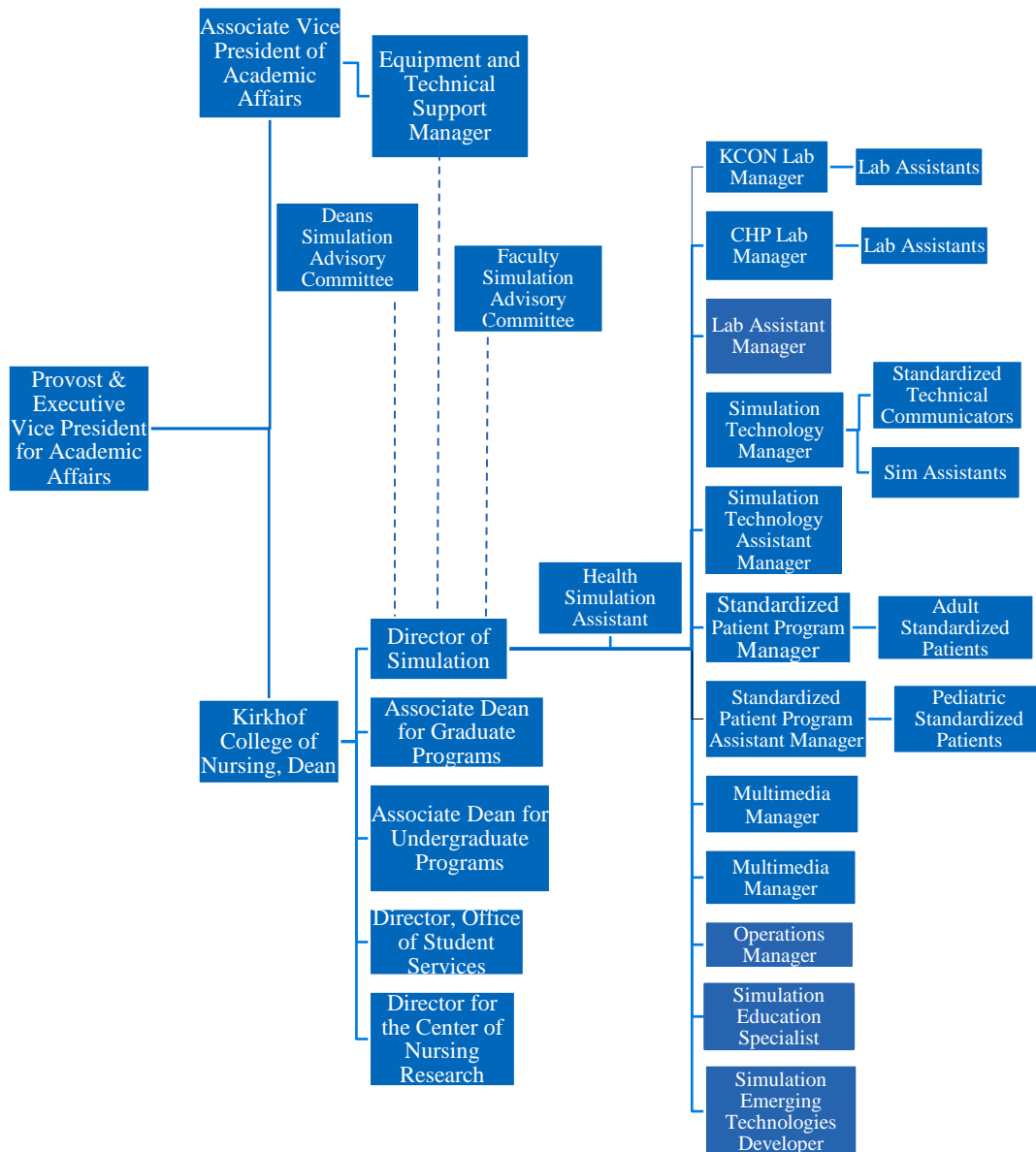
The GVSU Interprofessional Simulation Center respects the diverse backgrounds and lived experience of learners. As such, we are committed to evidence-based, pedagogical approaches that are theoretically appropriate, mitigate harm, and elevate inclusion and equity and outcomes. Simulation methodologies or practice-based instruction in the Center will not result in marginalizing or privileging others, or intentionally subjecting learners to unnecessary physical, emotional, psychological, or spiritual vulnerability.

d. Governance Structure

The GVSU Interprofessional Simulation Center is a separate non-academic unit within the Kirkhof College of Nursing at GVSU. The Director of Simulation is responsible for the day-to-day operations and staff of the Center and reports to, the Dean of the Kirkhof College of Nursing. Within the University, there are specific organizational charts for the following areas: Administration, Academic Affairs, Enrollment Development and Educational Outreach, Finance and Administration, Inclusion and Equity, Informational Technology, Legal, Compliance and Risk Management, Student Affairs, University Development and University Relations. The GVSU Interprofessional Simulation Center

resides within the Academic Units branch of the Academic Affairs Organizational Chart. Whereas the Equipment and Technical Support Manager who is responsible for the equipment warranties and maintenance of the equipment within the Center resides within the Academic and Student Support Unit branch of the Academic Affairs Organizational Chart. The GVSU Interprofessional Simulation Center also has two associated advisory committees, the Dean's Simulation Advisory Committee and the Faculty Simulation Advisory Committee. The organizational chart for GVSU Interprofessional Simulation Center is as follow:

i. GVSU Interprofessional Simulation Center Organizational Chart



d. Governance Oversight and Advisory Committee Functions

The two advisory committees for the GVSU Interprofessional Simulation Center consist of the Dean's Simulation Advisory Committee and the Faculty Simulation Advisory Committee. These two core groups consist of stakeholders to whom the Director of Simulation reports to and are charged to provide expert guidance to ensure learners' and the organization's simulation needs are met. The Dean's Simulation Advisory Committee established in 2021, is comprised of the deans that oversee the Colleges within the University that utilize the Simulation Center. This committee typically includes three deans and represents over 20 different academic programs that utilize the Simulation Center. The Faculty Simulation Advisory Committee established in 2014, consists of eight to ten faculty from at least three different colleges within the University who are champions of simulation and often use and facilitate simulation within their respective program's curriculums. These committees meet once to twice a year to guide strategic initiatives of the Simulation Center, review policy and procedures, and advise future simulation purchases and equipment updates. Both committees' function solely in advisory roles. Final approval on all strategic initiatives, staff hiring, policy and procedures, and budgetary decisions is sought by the Simulation Director and obtained through the authority of the Kirkhof College of Nursing, Dean. The data, that drives governance oversight and advisory committee functions, includes; Simulation Center utilization statistics, academic program accreditation standards, Simulation Center faculty, student, and standardized patient event evaluations, and budgetary updates.

e. Prioritization of Projects

The prioritization of all projects within the GVSU Interprofessional Simulation Center is based on the level of importance, complexity, and urgency of the project. All projects must align with the mission, vision, values, Code of Ethics and strategic plan of the GVSU Interprofessional Simulation Center.

f. Required Disclaimers

For external community partners (e.g., guest vendors) presenting within the GVSU Interprofessional Simulation Center for events hosted or sponsored by the Center, the following disclaimer is required in order to protect the identity of the GVSU Interprofessional Simulation Center and respect the philosophy and best practices of using simulation-based methodologies.

"The opinions expressed in this presentation are solely those of the presenter and not necessarily those of Grand Valley State University. Grand Valley State University does not guarantee the accuracy or reliability of the information provided herein."

g. Brand Use Policy

Any use or filming/photography of GVSU identifiable buildings, landmarks, or logos is prohibited.

GVSU owns the rights to any artwork in the GVSU Interprofessional Simulation Center. If any artwork within the Center is featured in any filming/photography products beyond blurred images captured in the background, the title of the artwork and artist must be credited. No additional artwork may be hung in the Center.

h. Hours of Operation

The GVSU Interprofessional Simulation Center is open Monday through Friday 8:00am-5:00pm. Events may be scheduled after 5:00pm on weekdays and on Saturdays 8:00am-5:00pm, as needed, to accommodate academic programming needs.

In the event of severe weather, the GVSU Interprofessional Simulation Center will follow the [GVSU Cancellation/Closure/Remote Policy](#). Course faculty will be responsible for contacting the GVSU Interprofessional Simulation Center to schedule make-up sessions for any core curriculum assessment labs, high-fidelity simulations, or standardized patient events and communicate the schedule change to students. Student, faculty, and staff notifications for severe weather, cancellation/closure/remote, or emergency situations at GVSU will be sent through the GVSUAlert! Emergency Notification System which automatically sends notifications to the entire GVSU email community. All students, faculty and staff are encouraged to register for the [GVSUAlert! Emergency Notification System](#) and add their mobile number in order to also receive text notifications.

i. Terminology

For terminology specific to the methodologies of simulation please refer to the Society for Simulation in Healthcare's (SHH) Dictionary, [Healthcare Simulation Dictionary 2nd Edition](#).

j. Personnel

The key personnel positions within the GVSU Interprofessional Simulation Center can be found under the organizational tree (1, c., i.) of this Policy and Procedure Manual. The contact information for the individuals that hold these positions can be found on the GVSU Interprofessional Simulation Center website's [Faculty/Staff Directory](#).

2. Administrative Information

a. Hiring Full-time Employees

See Appendix A for the steps required to hire a full-time employee.

b. Hiring Temporary/Student Employees

See Appendix B for the steps required to hire a temporary employee.

c. Requesting Time Off

The GVSU Interprofessional Simulation Center follows all University policies for vacation usage accrual, as well as, sick, parental leave, and bereavement time off.

i. Requesting Vacation Time

To request time off, simulation staff members must submit their requests in an email to the Director of Simulation for approval. Vacation will be granted on a first come first serve basis with all the Simulation Center event coverage taken into consideration.

ii. Flex Time

Events scheduled in the Simulation Center often fall outside of regular business hours requiring staff to work outside the normal work day hours of Monday through Friday 8AM to 5PM. When staff are needed to cover these events a flexible work arrangement, hour for hour, will be determined to ensure that the needs of faculty, staff, students, and the University are being met.

- Whenever possible, staff will be scheduled for a flexible work arrangement during the same day, e.g. an event starts at 6pm and runs until 9pm. The staff member's normal hours are 8am until 5pm. To accommodate the event, the staff member will instead start their day at 12pm.
- If all staff members are needed to start the day that the after-hours event is scheduled, then staff will be scheduled within two weeks to take off the number of extra hours worked when less staff are needed.
- All accrued flex time must be used within two weeks and does not roll over from semester to semester.
- All flex hours must be pre-approved via email by the Director of Simulation prior to taking it.
- Flex time will only be given for scheduled events specific to the Simulation Center. Any events that Simulation Center staff volunteer for will not be covered by flex time.
- Completion of routinely assigned work that is done after normal working hours, will not be considered for flex time except under busy event weeks for work that cannot be put off to a later date. Work related flex time will be at the discretion of the Director of Simulation and must be pre-approved.
- Staff members are to take a one-hour meal break per 8-hour shift. When needed, staff members may need to cover for one another to allow for meal breaks. It is the responsibility of each staff member to ask for assistance to cover lunch time events when needed. Failure to take a meal break does not constitute the accrual of flex time.
- Choosing to report to work during scheduled flex time is voluntary and does not negate a staff member's use of designated flex time.

- After the Director of Simulation's approval, all flex time will be recorded on the Simulation Center KCON Lab Schedule Outlook calendar prior to taking it, at the top of the calendar under the date by the staff member taking the flex time, e.g. George flex 8am-11am.

iii. Scheduling Appointments

All appointments must be communicated/approved via email by the Director of Simulation. Whenever possible, appointments should be scheduled at the beginning or end of the day.

d. Travel and Meeting Attendance

Funding for the GVSU Interprofessional Simulation Center staff members to attend professional conferences shall be included in the Center's annual budget. Approval to attend conferences must be obtained through the Director of Simulation and is subject to change at the discretion of the Kirkhof College of Nursing, Dean. Staff attendance at internationally and nationally recognized conferences (i.e., IMSH, INACSL, ASPE) will be rotated on an annual basis.

All travel expenses need to be approved by the Kirkhof College of Nursing, Dean. All expenses should be submitted through the GVSU travel and expense management system, Concur. Reimbursement will follow [GVSU travel and reimbursement guidelines](#).

The annual Fall Start-up meeting is a required meeting for all GVSU Interprofessional Simulation Center staff. This meeting is usually held the third Tuesday in August and last from 8am-5pm.

As a GVSU Interprofessional Simulation Center staff member, meeting attendance etiquette and interactions both verbal and written with both internal and external constituents requires staff to listen to others' points of view and seek to understand them.

e. Academic Participation

A regular staff member may enroll in GVSU courses tuition free, one of which may be taken during working hours each fiscal year. Official GVSU retirees may enroll with the approval of the GVSU Human Resources Office. The materials describing the program are available through the GVSU Human Resources Office.

Spouses, eligible dependents, and household members of regular faculty, staff and official retirees are eligible for a 50 percent reduction of their tuition costs for all GVSU courses. Spouses, eligible dependents, and household members of regular faculty, staff and official retirees who use this benefit are subject to the admission and academic requirements of the University. The materials describing the program are available through the GVSU Human Resources Office.

No courses may be taken during the first year of employment in the Center.

Two courses per semester (from any institution) maximum after the first year of employment upon approval of the Director of Simulation and the Kirkhof College of Nursing, Dean.

Practicum/clinicals, when feasible, should be completed outside of standard operation hours of the GVSU Interprofessional Simulation Center. Arrangements may be made with the approval of the Director of Simulation and the Kirkhof College of Nursing, Dean, for staff members to complete practicum/clinicals during the standard operation hours of the GVSU Interprofessional Simulation Center. As long as, the general operation of the Center is not interrupted, hours can be flexed to make up for missed work hours, and/or vacation time is utilized.

f. Professional Organization Membership

As the GVSU Interprofessional Simulation Center budget allows, memberships to simulation based professional organizations (SSIH, INACSL, ASPE, SIMGHOSTS) is a paid benefit to GVSU Interprofessional Simulation Center Staff members. Memberships must be requested by the staff member and approved by the Director of Simulation.

g. Ending Employment

GVSU Interprofessional Simulation Center staff are required to give written resignation notice. A months' notice is preferred, but a two-week notice is required. See Appendix C for the end of employment checklist.

3. Confidentiality

Learners that utilize the GVSU Interprofessional Simulation Center are required through their University Health Compliance account to review and sign a Confidentiality Agreement (See Appendix D). The Confidentiality Agreement states, "All client/patient and scenario information is confidential regardless of format i.e. electronic, written, overheard, or observed, and any inappropriate viewing, discussion, or disclosure of this information is a violation of the [GVSU Student Code](#)".

All GVSU employees are required to maintain confidentiality of all simulation events and learner data as simulation activities at GVSU must adhere to the [Family Education Rights and Privacy Act \(FERPA\)](#). Beyond any legal requirements, GVSU employees are bound by professional ethics to safeguard the integrity and confidentiality of student information, This includes all persons employed at GVSU (staff, faculty, student workers, standardized patients or standardized technical communicators) regardless of their work classification of full-time, part-time or temporary status.

Physical spaces within the GVSU Interprofessional Simulation Center are designed to provide as much confidentiality as possible. Streaming of video content for observation purposes will only

be assigned to rooms with doors that can be closed and without interior windows or the windows will be blurred using a window film. Debriefing activities should only occur in assigned debriefing spaces behind closed doors. Debriefing should never occur in a public hallway.

GVSU Interprofessional Simulation Center visitors that observe any type of simulation event will be required to sign a Visitor Confidentiality Statement (See Appendix D). Observation opportunities must be approved by the Director of Simulation.

Any FERPA violations that occur in the GVSU Interprofessional Simulation Center must be reported to the Director of Simulation who is required to report the incident to the Kirkhof College of Nursing, Dean who in conjunction will work together the GVSU Registrar's Office to appropriately address the incident.

Limitations of confidentiality may be subject to specific parameters for approved research studies or the release of a participant roster in support of continuing educational credits.

4. Photo/Video Releases

Learners that utilized the GVSU Interprofessional Simulation Center are required through their University Health Compliance account to review and sign a Consent for taking and releasing photographs and videos (See Appendix E).

5. Scheduling and Prioritization of Simulation Resources

GVSU Interprofessional Simulation Center event requests are due prior to the start of each semester, July 1st for Fall Semester events, November 1st for Winter semester events, and March 1st for Spring/Summer semester events.

Event requests are submitted and reviewed online through the [GVSU Interprofessional Simulation Center website, Submit a Request tab](#). Priority is not given to any specific academic programs, exceptionally early (more than a semester in advance) requests and old request forms are not accepted. Academic requests submitted by the due date are given priority over non-academic related activities (camps, tours, etc.). Requests submitted after the semester deadline, must be submitted through the Dean of the academic program making the late request. Late requests will be considered and accommodated, if feasible, within the established calendar of events for the semester. Late requests are not guaranteed nor is the equipment requested guaranteed to be available.

a. Scheduling and Resource Conflicts

When scheduling conflicts arise, the faculty who submitted the conflicting event/resource requests are consulted to see if:

1. one of the events can be scheduled at a different time within the semester.
2. another location or different equipment within the Center can be utilized to accommodate one of the events in order to accommodate both events on the same day and time.
3. if the particular date is a foreseeable ongoing conflict semester after semester, the faculty will be offered the option of scheduling preference for the particular timeslot every other semester. So that one faculty member gets it one semester and the other faculty gets it the following semester and vice versa.

b. Other Disagreements or Uncertainties

All other disagreements or uncertainties that cannot be resolved through communication with the parties involved should be brought to the attention of the Director of Simulation for further action towards resolution of the issue.

c. Other GVSU Interprofessional Simulation Center Reservations

The primary use of the Center shall be for purposes related to the University's and the Center's mission. GVSU Academic, the Center's simulation-related initiatives, GVSU research, and service needs of the University shall take precedence, in this order and in the order in which they are received, over any other use or lease of the Center to internal or external community companies or organizations.

Requests to reserve space within the Center for non-instructional GVSU academic purposes should be submitted on the GVSU Interprofessional Simulation Center website, under the Submit a Request tab – Room Request for Non-Sim Events.

The Center may be leased to external organizations for simulation based educational events, product photography, or video/movie endeavors. All filming on campus must follow the University Communication's Filming on Campus approval process.

Prior to any external lease of the Center, a GVSU Interprofessional Simulation Center Facility Use Agreement must be drafted and finalized (signatures of both parties). The Facility Use Agreement outlines the principles that must be adhered to in order to lease the Center. The fee structure and revenue distribution for the lease of the Center has been determined by the GVSU Provost. A discount is given to GVSU community partners. Community partners are defined as companies/organizations that host GVSU student internships. Non-community partners are defined as companies/organizations that do not host GVSU student internships. A copy of both the GVSU Interprofessional Simulation Center Facility Use Agreement and Fee Structure and Revenue Distribution guide can be found on the GVSU Interprofessional Simulation Center departmental L: drive.

d. Cancellations

Cancellations or date changes of events should be made at the earliest time possible, not later than 48 hours prior to the event. Often large events are set-up early as possible to reduce issues at that last minute.

6. Tours

Tour requests of the GVSU Interprofessional Simulation Center may be submitted online through the [GVSU Interprofessional Simulation Center Website](#). Tour requests are accommodated and scheduled around the GVSU Interprofessional Simulation Center's Calendar of Events. All simulation event requests take priority over tour requests. Tour requests must be in line with the mission and vision of the Simulation Center and not interfere with day-to-day simulation activities. Internal tours have precedence over external tour requests. Tours with requests for equipment demonstration is at the discretion of the Director of Simulation. Tour sizes are generally limited to no more than 20 individuals. Larger size groups may be granted tours with special arrangements. All tours of individuals under 18 years of age must have one adult chaperone per 10 individuals. When tours are conducted during normal hours of operation, tour stops where simulation events are taking place will be avoided as not to cause a Family Educational Rights and Privacy Act (FERPA) violation.

7. Equipment Requests

a. Faculty Requests

Faculty may submit equipment requests to the Director of Simulation via email. The request will be added to the GVSU Interprofessional Simulation Center "Equipment Wish List". As funds are available at the end of the fiscal year, purchases will be considered based on need to meet learning objectives, anticipated utilization, and budget remaining per the academic program that the request was received. For equipment purchases needing funding support outside of the GVSU Interprofessional Simulation Center budget, an equipment proposal is drafted by the Director of Simulation, reviewed by the Kirkhof College of Nursing, Dean, and submitted to the University Budget's Office for review, approval, and funding support.

b. Equipment Loans

The GVSU Interprofessional Simulation Center loans equipment to students, faculty and staff. Individuals that borrow equipment are required to complete and sign a Loan Agreement (See Appendix F). Equipment may be picked up and must be returned to the same Central Storage location as checked-out; CHS, 343 or RFH, 021. The Loan Agreement ensures individuals understand that there is no fee charged for the use of the equipment, that the equipment must be returned in good condition, normal wear tear

expected, deposits are not required for equipment loans, and should that loaned equipment be lost or stolen the individual borrowing the equipment will be charged the replacement cost of the equipment. Also, if the loaned equipment is not returned by the end of the loan period (due date), the replacement cost of the equipment will be assessed to the individual. The Loan Agreement clearly states that individuals that borrow equipment do so at their own risk and do not hold GVSU or its associates liable for any claims, demands, injuries, damages, actions or causes of action whatsoever.

c. Equipment Maintenance

The GVSU Interprofessional Simulation Center staff are primarily responsible for the overall care, maintenance, and updates of simulation-based equipment. Maintenance schedules/reminders are set on all equipment requiring annual or routine maintenance in the CAE, Learning Space Inventory Management System. Equipment warranties, routine calibrations, and repair needed beyond the capabilities of the GVSU Interprofessional Simulation Center staff are the responsibility, both physically and financially, of the GVSU Equipment and Technical Support Manager. Equipment manuals, purchasing information, service logs and vendor contact information for each piece of the simulation equipment can be found in the CAE, Learning Space Inventory Manager System.

8. Supplies

Supply requests should be submitted via email by faculty to the GVSU Interprofessional Simulation Center staff member responsible for facilitating the faculty's event request.

a. Acquisition

1. The KCON Lab Manager is responsible for ordering and stocking supplies for high-fidelity simulations and nursing labs.
2. The CHP Lab Manager is responsible for the College of Health Professions lab supply inventory.
3. The Health Simulation Assistant is responsible for all office supplies.
4. Upcoming needs will be assessed and ordered at least three weeks prior to anticipated need. Supplies will be replaced following use to maintain inventory of frequently used items.
5. Most supplies can be ordered online and paid by invoice.
6. Other supplies can be ordered using the GVSU P-card supplied to the LRC and CSRCS.

b. Organization

1. Bins are to be clearly labeled to identify contents room and shelf location.
2. Bins are organized on color coded and numbered shelves.

3. Related items are organized by category and bins by course program.

9. Inventory

All Simulation Center inventory is maintained and tracked in the CAE, Learning Space Inventory Management System.

10. Scenario Development

A tabletop meeting is required for: all new simulation events; if clarification is needed in an event request; changes in an established simulation is requested; annual review and update of established simulation events; or if the simulation request does not align with the Center's mission, vision, values, strategic plan, or Code of Ethics. Tabletop meetings are often recorded and re-recorded as needed and used for new Simulation Center staff and faculty training purposes.

A tabletop meeting with faculty and the Simulation Center staff who are responsible for the particular simulation methodology requested (standardized patient, high-fidelity patient simulation, assessment lab, or multi-media) are needed in order to work through the details of the simulation, determine the best simulation methodology, equipment, and space to accommodate the event to meet the learning objectives. As needed, the May 2019 National League for Nursing Simulation Design Template or Simulation Design Template Adapted for IPE Simulations will be used in the development of simulation scenarios. These templates can be found on the following website, <https://www.nln.org/home>

11. Operations

a. Locations

The primary location of the GVSU Interprofessional Simulation Center is located on GVSU's Health Campus (Cook-DeVos Center for Health Sciences, Raleigh Finkelstein Hall, and the DeVos Center for Interprofessional Health). Within these three buildings the Simulation Center consists of 67,828 square feet of space. The address for the GVSU Interprofessional Simulation Center is, 301 Michigan St. NE, CHS 300, Grand Rapids, MI 49503.

The GVSU Interprofessional Simulation Center also provides limited simulation support services to the health-related academic programs located at GVSU's satellite campus at the Traverse City Regional Center. The address for the Traverse City Regional Center is, 2200 Dendrinis Dr. Ste 102, Traverse City, MI 49684. The support services provided for the Traverse City Regional Center include:

- Supply and equipment ordering and restocking

- Scheduling and processing payroll for Gynecological Teaching Associates (GTA) and Male Urogenital Teaching Associates (MUTA)
- Programing high-fidelity patient simulators

b. Funding

The GVSU Interprofessional Simulation Center is funded annually through the University's General Fund budget. When new programming or expansion of existing programming is anticipated, the Director of Simulation meets with whomever is overseeing the development of the course, program or expansion to determine how much money should be budgeted for simulation, standardized patient and assessment lab activities. Once the course, program or expansion is approved that budgeted line item for simulation is transferred permanently to the GVSU Interprofessional Simulation Center's budget.

c. Security/Room Access/Lock/Unlock Schedule/Key Card Access

Spaces within the GVSU Interprofessional Simulation Center are secured though an access card system, as well as hard keys, in some cases. GVSU Facilities Services – Grand Rapids manages the access card system and provides access and hard keys to employees, based upon requests that are submitted through the GVSU website key request system and approved by their supervisors (and Facility Services). The default for spaces that are managed through the access card system is to remain locked outside of specified hours. Prior to each semester, the Simulation Center reviews the calendar of events and submits a Lock/Unlock spreadsheet to Facilities Services, that details the days and times that each space, in the Simulation Center, should be unlocked. Outside of those hours, the spaces remain locked.

In addition to the doors being locked, while spaces are unoccupied, the Grand Valley Security department has non-sworn officers on duty 24 hours a day, 7 days a week. The Grand Valley State University Police Department also has officers stationed on the Pew Campus in Grand Rapids.

d. Concerns and Complaints

The GVSU Interprofessional Simulation Center has both informal and formal means for students, faculty, staff, and external community members to submit concerns or complaints specific to simulation services. Informal means include; in-person conversations, phone calls or via email with Simulation Center team members. Formal and anonymous concerns or complaints can be submitted by students and faculty via the end simulation event or semester surveys.

Concerns are defined as a worrisome situation or doubt over an issue considered to be important for which reassurances are sought. Complaints are defined as an expression of dissatisfaction, a grievance or annoyance.

Concerns reported may only require reassurance. However, all concerns or complaints are to be taken seriously by the Simulation Center staff and addressed as quickly and as effectively as possible. The Director of Simulation must be made aware of any safety-related concerns or complaints, any concerns, or complaints of a serious nature, or any unresolved or reoccurring concerns or complaints.

Michigan's Child Protection Law, MCL § 722.621, et seq., designates individuals in certain occupations and professions as mandated reporters. Mandated reporters must immediately report known, or suspected mental or physical abuse or neglect of a child made known to them in their professional or official capacity directly to the Department of Health and Human Services by calling 855-444-3911 (24/7 toll-free number). A written report must be submitted to the Department of Health and Human Services within 72 hours of the initial verbal report. Even those who are not mandated reporters may report known or reasonably suspected child abuse to the Department of Health and Human Services. A complete list of mandated reporters can be found in the [Michigan Department of Health and Human Services Mandated Reporters' Resource Guide](#).

The Director of Simulation shall be notified immediately of any suspected mental or physical abuse or neglect of a child. University faculty, staff, or students who are working with children in their professional or official capacity and who have questions about whether they may be considered mandated reporters under Michigan law should contact their supervisor, program administrator, dean or vice president. The Office of General Counsel is also available to provide advice.

12. Video/Data Collection, Retention and System Failure

The CAE, Learning Space system is used to collect, store, and backup video records of student simulation experiences both in-person and virtually, in addition to, specific electronic evaluative data (formative, summative, and high-stakes) designed for simulation experiences within the GVSU Interprofessional Simulation Center. Occasionally, evaluative data may be obtained in the form of paper. When paper data or research data is obtained, the data is scanned, stored on the department's secure University L:drive. Once scanned, the paper records are shredded.

a. Video/Data Retention Policy

Educational activities that occur in the GVSU Interprofessional Simulation Center may be video and/or audio recorded. Recordings and other forms of data retention will only be used for educational purposes. Recordings or data that are not a part of a student's permanent record will be retained for two years post-graduation and then deleted from

the server. Research data is retained depended on the GVSU Office of Research Compliance and Integrity approved research design of each study.

b. Recording System Failure

When a system failure occurs or there are equipment issues with the CAE, Learning Space system:

1. Notify the Director of Simulation.
2. Notify any Simulation team members who are currently using the affected system for events in progress.
 - a. The Simulation team members running events in progress that are recording or livestreaming the events will notify faculty that there is a problem with the recording system and a solution to fix the system is in process.
 - b. The Simulation team members will work with faculty to offer solutions that afford the least disruption to the students' learning experience.

Options include:

- Wait and delay the simulation until the system/equipment is functioning
 - Rearrange the design of the simulation so that observation takes place in the simulation rooms in place of streaming video. For example, students and/or faculty go into the room to observe where the simulation is taking place.
 - Continue simulation without recording.
- c. Simulation staff and faculty are required to adhere to the following:
- DO NOT allow students or faculty to record using a cell phone. If videos of simulations are taken using cell phones this footage, if shared inappropriately, could become a FERPA violation.
 - At NO time should a student be alone in a room with a standardized patient when the camera system is not working. A faculty member or another student should be assigned to sit and observe in the exam room or the doors must remain open.
- d. Faculty that chose to watch their student's simulation events remotely (from home or their office) are responsible for troubleshooting their own computer, network, sound, microphone, or other technical issues.

The Director of Simulation will work with the Simulation Multimedia Managers to address the system/equipment failure.

CAE, 1-866-462-7920 x3

Avs-support@cae.com

If there is an equipment issue contact the Equipment and Technical Support Manager 1-5791. Please cc the Director of Simulation on all email communication with the Equipment and Technical Support Manager. Cost associated with repairing or replacing equipment comes out the budget of the Equipment and Technical Support Manager.

If the CAE, Learning Space recording system is expected to be out of commission whereas students cannot access their previously recorded video. Consideration should be taken to placing a notice on the Interprofessional Simulation Center website about the issue and when the system is expected to be accessible.

c. Security

In order to maintain the security of video/data obtained through the CAE, Learning Space system, access to the system and content within the system is password protected and user roles/privileges to the system are clearly defined (See Appendix G). Faculty are only permitted rights to view students listed under their course roster. The servers to the CAE, Learning Space system are kept in a secured location with limited key access granted to essential GVSU personnel only. The network utilized for the CAE, Learning Space system is secured and monitored for security purposes by the GVSU Information Technology department. Annual [Cyber Training](#) is required of all GVSU Interprofessional Simulation Center staff.

13. Observations

Requests to observe GVSU Interprofessional Simulation Center events must be made in advanced to the Director of Simulation via email. The request will be reviewed and a decision to grant or deny the observation will be made based on the type of event and in consultation with faculty facilitating the event. All approved observation opportunities will require the observer to review and sign a GVSU Interprofessional Simulation Center Confidentiality Agreement. Signed agreements will be stored on the departmental secure L:drive.

Observation can be done in several manners. Most observations will be conducted via computer streaming. Observation should be conducted with minimal conversation and maintain a high level of professionalism supporting those learners that are being observed.

14. Orientation

Upon hire, all GVSU Interprofessional Simulation Center personnel receive an extensive orientation (See Appendix H) for a copy of the staff orientation template.

Prior to being eligible to submit a GVSU Interprofessional Simulation Center event request, all faculty wishing to utilize the Simulation Center (assessment labs, high-fidelity, or standardized patient) must complete the [GVSU Interprofessional Simulation Center Faculty Orientation Module](#). In-person, faculty orientation sessions are held prior to the start of Fall semester and include; an orientation to simulation methodologies and best practices, tours of the GVSU Interprofessional Simulation Center, and a tutorial on using CAE, Learning Space.

Most academic programs that utilize the GVSU Interprofessional Simulation Center have an orientation to simulation built into their curricular components for students. However, for those academic programs that do not have an orientation to simulation built into their curricular components, orientation is completed during the pre-brief session with students and faculty prior to the start of any simulation event. Orientations and/or pre-briefing sessions should include the following information for learners:

- Orientation to the simulation environment including equipment and supplies.
- Logistical detail (faculty introductions, how long the simulation is expected to last, schedules, roles of learners, type of simulation, levels of realism, etc.).
- Expected learning objections.
- The deemed nature of the simulation: formative, summative, or research.
- Reminder of learner confidentiality requirement.
- How simulations will be ended in case of an emergency and the mechanisms in place at GVSU for learners needing assistance with emotional issues that may arise from simulation activities.
- Location of debriefing room(s).

15. Pre-brief/Debrief

Pre-briefing is to be completed immediately prior to the beginning of each simulated event. A thorough pre-brief supports establishing a safe learning environment for learners. Where an orientation to the space, access to supplies, and any questions regarding equipment, or information related to the simulation scenario/case can be answered. Debriefing is the most crucial part of a simulated learning experience. Debriefing should be conducted in a manner that supports learner self-reflection and conducted by an appropriately trained person designated by the academic program. Debrief questions should be pre-written, standardized, and part of the overall simulation template. Video playback of the simulation is available and can be utilized to support the debriefing process. Debriefing activities should only occur in assigned debriefing spaces and behind closed doors. Debriefing should never occur in a public hallway.

16. Remediation/Makeup

Remediation and makeup events are available within the GVSU Interprofessional Simulation Center. To schedule a remediation/makeup event, faculty must submit an event request through

the GVSU Interprofessional Simulation Center website. All remediation/makeup should be scheduled prior to the end of each semester. Faculty are responsible for developing a remediation/makeup case, if needed.

Labs requested by faculty or students specifically for additional practice must be approved by the associated academic program director or associate dean. All additional labs set-up for practice must be accessible and available to all students in the academic program's associated cohort.

17. Research

All proposed scholarly activities conducted within the GVSU Interprofessional Simulation Center must be reviewed and approved through the GVSU Office of Research Compliance and Integrity prior to the start of any research endeavors. This process ensures that students, faculty and staff conduct ethical research that complies with federal, state, and local regulations, and that the Director of Simulation is made aware of scholarly activities requested to take place within the GVSU Interprofessional Simulation Center. For communications and publications, the Center should be referred to as: The Grand Valley State University Interprofessional Simulation Center, on the Medical Mile, 301 Michigan St. NE, 300, Grand Rapids, MI 49503, www.gvsu.edu/simcenter/.

18. Safety and Security

A GVSU Interprofessional Simulation Center event will be stopped immediately if deemed psychologically or physically unsafe. GVSU Interprofessional Simulation Center staff or faculty facilitating a simulation may stop a simulation by using the CAE, Learning Space overhead speaker by stating, "This simulation has ended, please meet your faculty in your assigned debrief room". If a learner appears to be in distressed, faculty facilitating the event must be made aware of the situation and faculty may use a room within the Simulation Center to talk with the student in private. If needed, the GVSU Counseling Center provides short-term individual therapy and same-day emergency services both on the Allendale and Downtown campuses, Monday-Friday 8am-5pm, 1-3266. Students are made aware of counseling services available on campus during orientation.

a. Psychological Safety

The GVSU Simulation Center staff acknowledge that participants and observers in simulation events may experience anxiety, fear, discomfort, emotional reactions, or triggers of prior stressful personal experiences. Simulation activities involving deception or the concealment of risk or intent to harm or punish are strictly forbidden.

Faculty members should be present at all times when students are engaging in simulation activities to be available to assist students experiencing a negative reaction. In the event a standardized patient experiences an emotional reaction requiring intervention or

discontinuation of the simulation the SP Manager or designee will be immediately advised. Other employees who experience such an emotional reaction will be directed to their supervisor. Employees have access to various health services provided through GVSU Human Resources.

In alignment with the Simulation Center's Diversity, Equity, Inclusion and Belonging Commitment Statement, the bariatric suit available in the Simulation Center's inventory is **not** to be worn by learners. The bariatric suit should only be used in conjunction with a manikin with articulating joints. If faculty choose to wear the bariatric suit, they may do so. However, it should be noted that the bariatric suit is not washable and faculty that choose to wear it, do so at their own risk.

b. Physical Safety

There are emergency lockdown buttons throughout the GVSU Interprofessional Simulation Center. When these buttons are pushed, the doors that are shut within the associated area or suite are locked from being opened from the outside. The doors can still be opened from the inside when the emergency buttons are pushed. However, caution should be taken in opening a door from the inside in an emergency situation, such as, an active shooter event. When the lockdown buttons are pushed, emergency services are not notified and no alarm will sound. To notify emergency services, 911 must be called.

- No medications/drugs are allowed in the GVSU Interprofessional Simulation Center. All medications/drugs used in simulation events are mock/simulated medication/drug doses.
- Labels are used throughout the GVSU Interprofessional Simulation Center and placed on patient care equipment that is intended for simulation use only.
- All persons should use caution when practicing lifting skills and should not lift a manikin or heavy object without assistance. Learners will be instructed in safe patient handling techniques and proper body mechanics.
- The wheels of all equipment (beds, wheelchairs, stretchers, etc.) are to be locked during practice and after use.
- Step stools are available throughout the simulation center for out of reach items and patient care.
- A first aid kit is available in the Cook-DeVos Center for Health Sciences, Suite 300.
- No food or drinks are permitted in the Simulation Labs, exam rooms, or training rooms.
- Damaged equipment or potentially dangerous equipment shall be reported to Center staff for correction of the problem. If unsuccessful, report to Equipment and Technical Support Manager for repair, 1-5791.

c. Invasive Procedures

Due to concerns for both student safety (severity of potential negative outcomes, regardless of statistical infrequency of adverse effects occurring), as well as insurance programming (GVSU insurance is not currently underwritten to the exposure of students conducting physically invasive procedures on themselves or each other) the Simulation Center does not provide any medical care, provide supplies or process medical equipment ensuring equipment is sterilized for invasive medical or diagnostic use, even if, used solely for educational purposes.

In research endeavors approved by GVSU Office of Research Compliance and Integrity, consents may be obtained to allow students to participate in physically invasive activities, but for academic course work, students cannot be asked to sign a release to participate in invasive curricular lab or course work.

d. Hazards

The GVSU Interprofessional Simulation Center does have a number of hazards that are accounted for:

- Sharps
 - Disposal containers are designated for proper disposal of needles, syringes and scalpels.
 - Sharps should never be disposed of in the regular trash.
 - Do not bend, recap, resheath or break used needles or other sharps; activate the safety mechanism where applicable.
 - Do not overfill sharps container.
 - When the sharps container is full, attach a dated and signed Hazard Waste form and notify the CHS Equipment and Technical Support Manager for disposal.
- Cavi-Wipes or Sani-Wipes
 - Gloves should be worn to protect skin from chemicals.
- Compressed Air
- Musculoskeletal Injury Risk
- Ergonomic Risk
- Latex
 - Some of the equipment in the GVSU Interprofessional Simulation Center contains latex.
 - Signs are posted and students advised in orientation that those with a known sensitivity/allergy to latex need to contact the GVSU Interprofessional Simulation Clinical Simulation & Resource Center Specialist.

e. Medical Attention

The GVSU Interprofessional Simulation Center is not a patient care environment, does not provide any type of medical care, and does not stock the necessary equipment to handle emergencies. All equipment and supplies in the GVSU Interprofessional Simulation Center are for educational purposes only.

- For medical emergencies dial 911.
- AED's for cardiac emergencies are located on the 3rd floor landing of the DeVos Center for Interprofessional Health, the 2nd Floor landing of the Cook DeVos Center for Health Sciences and the security desks on the main floors of the Raleigh Finkelstein Hall and the Cook DeVos Center for Health Sciences.
- Abnormal physical or psychological findings identified in standardized patients (SP) will be reported to the SP, SP Manager, and faculty.
- For student injuries in the GVSU Interprofessional Simulation Center the student's faculty member must be notified.

f. Incident or injury involving a GVSU Employee

All GVSU employee incidents requiring medical attention must complete the Workers' Compensation Injury report found on the GVSU Human Resources web page.

g. Infection Control

All students, faculty, staff and visitors of the GVSU Interprofessional Simulation Center have the responsibility to promote sound health practices, to assist persons who may have health problems to receive proper attention, and to exercise special care when communicable diseases are suspected of being present. All students, faculty, staff and visitors must adhere to all current GVSU and GVSU Interprofessional Simulation Center Infectious Disease Preparedness and Response Plans. See Appendix I for the current Infectious Disease Preparedness and Response Plan to Protect against COVID-19 During the 2021-2022 Academic Year.

19. Biohazardous Material

[The GVSU Biosafety Manual and Bloodborne Pathogens Exposure Control Plan](#) can be found here.

20. Standardized Patients

Please see the [Standardized Patient Manual and Policy Regarding Hiring Pediatric Standardized Patients](#).

21. Standardized Technical Communicators

22. Plastinated Specimens

a. General Information

Plastination is the scientific process invented by Dr. Gunther von Hagens for preserving human tissue, organs and whole bodies by removing water and fat from the tissues and replacing them with certain polymers and resins, thus preventing decay.

The absence of liquid in the specimens prevents decomposition or bacterial growth. Unlike other anatomical specimens, Plastinates will never need to be re-treated and will never have a risk of drying out or attracting pests. Plastinated specimens are therefore permanently preserved and if properly cared for they can be utilized for anatomical teaching for an extensive period of time.

Out of respect for the individual, no videos or photography may be taken or used in any format of any of the plastinates with faces/heads.

b. Request Process

1. All GVSU Plastinated Specimens are housed in the GVSU Simulation Center and stored in locked and labeled cabinets in DCIH 312.
2. GVSU faculty and staff may request to reserve DCIH 312 and/or specific anatomy specimens for labs, courses, and supervised student practice activities by completing a CHP or KCON Lab Setup Request Form on the [GVSU Simulation Center Website](#).
3. Requests need to be submitted prior to the lab request deadline:
 - i. *July 1 for fall semester*
 - ii. *November 1 for winter semester*
 - iii. *March 1 for spring/summer semester*
4. GVSU faculty and staff may request specific specimens to be moved to lab spaces and classrooms in DCIH and CHS that are outside of DCIH 312; requests will be approved within reason as some of the larger specimens cannot be easily transported without risking damage to these specimens.
5. GVSU students may request to reserve DCIH 312 for practice sessions by contacting 616-331-5582 or visiting The Simulation Center Central Storage, CHS 343; however, the student(s) must be supervised by a faculty, staff or Simulation Center team member or have completed a brief training regarding safe handling of the plastinated specimens. Plastinated specimens may not be checked-out to take home.

c. Instructions for Use

1. Please wash your hands and don exam gloves when handling or moving the plastinated specimens.
2. Von Hagens high-quality plastinated specimens are in principle, everlasting if treated with appropriate care. Silicone specimens are genuine, durable, lifelike, dry, odorless. They can be used for teaching purposes for a very long time, but it is important to handle complex nerve and muscle structures with great care.
3. Puncturing with hard materials/instruments should be avoided, including poking with fingernails. Puncturing and prodding can permanently damage specimens.
4. Fine dissection and dividing of structures (such as separate organs, complex of organs, or body parts) make the specimens very informative. Careful handling of the specimen is required. Do not try to bind, pull, move, or divide the structures or the body parts with hands.
5. Use caution when moving specimens. Proper supporting tools for carrying (e.g. stands, rings, etc.) are supplied with specimens. If you have any questions about handling or moving specimens contact the GVSU Simulation Center.
6. Use laser pointers or soft rubber pointers to illustrate structures. Additionally, pipe cleaners can be used to point out specific structures and can be wrapped gently around structures to test student's knowledge.
7. Do not use pins, pens, pencils, or needles to poke or label the specimens.
8. Do not allow untrained staff to touch Plastinates. Plastinates can easily be broken by untrained individuals.
9. Do not attempt to clean or repair specimens. Contact a member of the Simulation Team if any specimens or structures need cleaning or repair.
10. Requests for use of Plastinated Specimens outside of DCIH 312 must be granted from the Simulation Center team. See Request Process for instructions.

d. Storage and Care

1. Hands should be washed and exam gloves donned prior to handling any plastinated specimens.
2. Puncturing with hard materials / instruments should be avoided, including poking with fingernails. Puncturing and prodding can permanently damage specimens.
3. Fine dissection and dividing of structures (such as separate organs, complex of organs, or body parts) make the specimens very informative. Careful handling of the specimen is required. Do not try to bind, pull, move or divide the structures or the body parts with hands.
4. Use caution when packing and unpacking specimens. Proper supporting tools for carrying (e.g. stands, rings, etc.) are supplied with specimens.
5. During teaching courses use laser pointers or soft rubber pointers to illustrate the structures.
6. Pipe cleaners can be used to point out specific structures and can be wrapped gently around structures to test student's knowledge. Do not use pins or needles.
7. The Plastinates can be stored in free air, indefinitely, as long as the relative humidity of the air ranges below 50% and the temperature ranges between +5 °C to +35° C. Temperatures

higher than +35° C can cause leakage of excess uncured silicone from the core of the specimen. If leakage occurs, please inform us.

8. Untrained staff are not allowed to touch the plastinated specimens.
9. Extended exposure of the specimen under direct UV light should be avoided. After use, specimens should be returned and stored in their designated cabinet in DCIH 312.
10. To remove dust from the surface of plastinated specimens, a hand duster or pressurized air may be used. Care should be taken with small nerves and arteries, as these are very fragile and can easily be broken. An alternative would be to gently wipe the surface with water and a small amount of dish soap. A normal (soft) toothbrush or a microfiber cloth may be use with the soap and water to reach deep crevices.

e. Cleaning of Plastinated Specimens

Tools: duster, soft toothbrush, microfiber cloth, water, dish detergent

1. For dust – use duster to gently wipe down specimen.
2. For cleaning – add a couple drops of dish detergent to water, use microfiber cloth to wipe down specimen. Be VERY careful on fragile areas (nerves, veins, etc.). A soft toothbrush can be used for hard to reach places. Rinse with water. Specimen may be left for 2 – 3 days to air dry or use air compressor (low pressure) to blow off water.
3. Use wet microfiber cloth to clean dust off of the steel stands. Dry with paper towel. WD 40 can be sprayed onto a microfiber cloth to polish steel stands. Dry with paper towel.

f. Repair of Plastinated Specimens

1. Superglue (Pattex brand) can be used to repair small structures (arteries, veins, nerves).
 - a. Apply glue to area that needs repair. Affix the small structure to appropriate placement and secure with a needle for 10 minutes or until glue is dry.
2. Silicone glue (Wurth brand) can be used to repair larger structures (muscles). See video for product recommendation [Silicone plastinates | \(vonhagens-plastination.com\)](https://www.vonhagens-plastination.com/).
 - a. Scratched tendon – use knife to remove broken fibers, then apply silicone glue.
 - b. Muscle – silicone glue can be used to repair muscles. Secure with needs, wait 24 hours before removing needles.

g. Method of Disposal of Plastinated Specimens

Ethical standards must be upheld while dealing with genuine human remains. If specimens are no longer needed, they should be cremated and buried.

Chemically silicone plastinated specimens contain about 70% polymerized siloxane. The remaining matter is dry organic matter of human material. The silicone rubber will only burn when in the flame and will disintegrate into a white-grey powder at a temperature above 350 °C (350 - 450 °C).

Appendix A

Hiring Regular Employees

Planning

- a. Determine Inclusion Advocate
- b. Search Materials
 - i. Position Announcement
 - ii. Ad Copy
 - iii. Recruitment Plan

Recruitment Process

- 1. Define the Position (1-2 Weeks)
 - a. Submit Hiring Approval Forms
 - i. Finalize the job description.
 - ii. Establish a timeline.
 - iii. The search chair will work with their HR Business Partner to determine the best close date for the position.
 - iv. Form a search committee of 3-5 members.
 - v. Identify an Inclusion Advocate.
 - vi. Complete a recruitment plan form.
 - vii. Identify the interview panel.
 - viii. The interview panel will not be part of the search committee. Instead, they will participate in the interview process and provide insights on the candidates. Typically, these individuals would be asked to join the panel because they will work closely with the candidate.
 - b. Route for Approval
 - i. The search chair or their assistant is responsible for monitoring the progress of approval through PageUp. Once position is approved, allow up to 48 hours for HR to post to the GVSU Jobs website.
 - c. Post the Job
 - i. Post advertisements to external job sites and social media. Contact potential candidates.
 - ii. Forward to the Account and Finance support staff in the Dean's Office of the Kirkhof College of Nursing

Essential Tools:

Search Process Options

[Administrative Professional \(AP\) & Faculty Search Process Options](#)

[Professional Support Staff \(PSS\) Search Process Options](#)

[Promotion vs. Search Waiver](#)

[Internal/Expedited Search](#)

[Search Waivers](#)
[Affirmative Action Website](#)
[Inclusive Hiring Toolkit](#)
[Disability Support Resources](#)
[Job Posting Advertising Guidelines](#)

2. Evaluate the Candidates (5-6 Weeks)
 - a. Receive Applications - PageUp
 - b. HR and AA Qualify the Applicant Pool
 - c. Review Applicants
 - i. Determine appropriate review option, conducting a committee review, determining candidates to interview and lastly, moving candidates to interview status in system.
 - ii. 20 or more candidates: HR will help narrow the candidate pool
 - iii. 6-19 candidates: No need to meet with HR
 - iv. 5 or less candidates: No need to meet with HR (Interview 3-5 candidates depending on size pool)
 - d. Interview
 - i. Schedule interviews
 - ii. Review interview questions and distribute questions to the search committee
 - e. Select Candidate
 - i. Collect feedback from search committee
 - ii. Complete 3 reference checks and make final selection
3. Hire the Candidate (1-3 Days)
 - a. Offer Approval
 - i. Human Resources will conduct a review of the final candidate. Once Human Resources completes their review, they notify the Dean or Appointing Officer to let them know they can move forward with the verbal offer.
 - b. Make Verbal Offer
 - i. The Dean or Appointing Officer can call or delegate the supervisor to call to make the verbal offer to the candidate. HR makes verbal offers for hourly positions.
 - c. Candidate Accepts Offer
 - i. Create and send appointment letter to the candidate for signature.

Tax Forms and I-9 Form

1. Employee should be instructed to bring appropriate forms of identification based on the I-9 ID list, identification cannot be photocopies and must be original.
2. Administrative Assistant prints a packet of tax forms and I-9 from the GVSU Human Resources website under “forms” including the following:
 - a. Federal W4 (all tax forms go to payroll)

- b. Michigan – MI W4
 - c. Grand Rapids – GR W4 (all wages are being earned in Grand Rapids thus new employee must complete this form)
 - d. Walker – if employee lives in Walker
 - e. Muskegon – if employee lives in Muskegon
 - f. I-9 form (to Kaitlyn Boyko in HR)
 - g. Direct Deposit form (to payroll)
3. Send the originals via intercampus mail to those indicated above.

Parking Permit

Administrative Assistant contacts new employee day prior to start date to confirm if new employee has received permanent permit from Human Resources. If not then create a visitor permit and explain parking permit process.

G#

Once G# has been assigned to new employee and network login information has been generated, the Administrative Assistant will forward the information to the new employee.

Once we have received the new employee's "network ID" then the following items can be processed/requested:

- Request for Banner access & Office Depot
- PCard Application
- Key Requests: Access card to lower level parking, file cabinet keys, door keys
- Access to L Drive:
 - Put in request to IT: helpdesk@gvsu.edu
 - Include path way and name of folder to access/edit
 - Include supervisor name in email and "cc" supervisor
- Room, desk or cubicle sign changes: Submit sign changes via the facilities work order system: [Facilities Work Request System](#)
- Place IT Helpdesk work order:
 - If computer is not new, then request a reimage.
 - Request IT help to hook up computer to:
 - local printer
 - network printers
 - connect to docking station
 - monitors and / or scanner if appropriate
- Add serial # of computer to equipment list
- Place Zoom phone work order to:
 - Update display name
 - Activate or inactivate voicemail

- Move phone number if necessary
- People Finder: link is located on the Telco website: <https://www.gvsu.edu/it/telco/>
 - Even though it says “assigned person only” any PSS can make changes. Click on “Update Web Telephone Directory (Assigned Person Only)” and then make the updates.
 - New employee room location
 - Phone number
- GVSU Interprofessional Simulation Center Department Phone List
 - Add new employee info to department phone list and distribute phone list to the Simulation Center team.
 - Update the GVSU Interprofessional Simulation Website Staff/Faculty Directory
- For all new employees: Email Christine Dailey the name, G# and email address of the new employee so she can provide Health Compliance Blackboard site
- Order Business Cards <https://www.gvsu.edu/purchasing/business-cards-27.htm>
- Order Name Badge: Place order through [Richmond Stamp Works](#).
- Need copy of RN license (for those positions where it is required)
- SSIH, INACSL, ASPE Memberships

Appendix B

Hiring Temporary/Student Employees

Required Paperwork:

Once the decision has been made to offer an individual a position as a Standardized Patient, the new employee must complete employment paperwork. The paperwork must be completed prior to their first shift.

- Background Check Authorization Form
 - Not required for pediatric standardized patients.
- Form I-9
 - Form I-9 Update: As in the past, you must complete a new Form I-9 when a hire takes place. However, if you are rehiring an employee within three years of the date of the employee's previous Form I-9, you do not need to fill out a new form.
 - If you determine that the employee was terminated and is now rehired, and the rehire occurs within three years from the date the original Form I-9 was completed, you have an option to complete a new form or rely on the original form.
- Payroll Forms* (Fed W4, MI W4, GR W4, Direct Deposit)
 - Be sure to use the correct calendar year's form.
- Photo/Video Release
- Confidentiality Statement
- Physician Note (under 6 years of age)
- State of MI Child Performing Acts Authorization (PAA) for minors

Students may utilize the Student Employment office to complete the employment paperwork. The Confidentiality Statement and Photo/Video Release forms are unique to the Simulation Center and will be completed during your interview.

The Simulation Center staff send the completed documents to Human Resources, via a ShareBase folder. Human Resources will provide a secure ShareBase folder on a bi-weekly basis.

*HR sends the Payroll Forms to the Payroll Office

The Simulation Center will prepare and send the following document(s) to Human Resources. Message should be sent to HR Business Partner - Chris Grooms and HR Assistant - Lisa Berry via email.

- TEAF (Temporary Employment Authorization Form)
 - Temporary employees no longer have employment end dates. Therefore, TEAFs are no longer required to renew temporary employees on an annual basis.

Next Steps:

The Simulation Center adds employees' contact information to the Adult Child and SP List_Master document (hereafter referred to as master list), highlighting the employee in yellow, until their network ID and GVSU email address have been added (see step below) and a CAE LearningSpace account has been created.

Once Human Resources receives the employment forms (including a Temporary Employment Authorization Form), they hire the employee into Banner. An automated process directs the IT department to create a network account and email address. This information is then sent to the department upon creation.

Once the network account and email address are received, the Simulation Center will forward the information and additional program details to the employee's personal email address on file, being sure to copy the Manager and Assistant Manager. The Simulation Center creates a User account in the CAE LearningSpace platform for the new employee. The yellow highlight is removed from the master list, confirming that the email has been sent to the employee, contact information added, and a CAE account created. See below for draft email for Adult SP.

The Standardized Patient Program team contacts HR when an employee is separated from the University. HR will terminate the employee in Banner, ending all assignments. HR will notify IT regarding the employee's separation. The Simulation Center Multimedia Manager will deactivate the former employee's CAE account, upon notice. The Health Simulation Assistant will update the master list document, moving employee to the archival document, also saved on the L Drive.

EMAIL DRAFT FOR NEW ADULT SPs

Welcome again to the Simulation Center team! Please review the information below and let me know if you have any questions.

GVSU Network ID and Email Account

Please see the attached email with your Network ID, directions on how to access your new GVSU email account and instructions on how to change your password. You will be required to change your password upon your initial login to your account. You will also use your GVSU email address and password to access the CAE LearningSpace platform. If you forget your password to your GVSU email account you will need to reset it by visiting the following link. You may also contact the GVSU IT Helpdesk at 616.331.2101 or via email at it@gvsu.edu, for assistance. All future work opportunities for Standardized Patients will be sent to your GVSU email address.

[Password Reset](#)

[Connecting GVSU Email to iPhone](#)

[Connecting GVSU Email to Android Phone](#)

COVID-19 Vaccine Reporting and Exemptions

Please visit the following link and carefully review the information:

[GVSU COVID-19 Vaccine Compliance](#)

All incoming GVSU students, faculty, and staff are required to be COVID-19 vaccine compliant. You can read more about the reasons for this [decision here](#).

Grand Valley State University has partnered with Med+Proctor to collect and review immunization information for our students, faculty, and staff. Please note: GVSU staff will continue to review exemption requests.

[Learn more about the GVSU Vaccination Policy.](#)

Duo Enrollment Instructions

GVSU uses Duo Security for Multifactor Authentication (MFA). MFA, commonly referred to as Two-Factor Authentication (2FA), provides an additional layer of security for users logging in to a secure environment. Duo makes authentication easy by allowing individuals to verify their identity using a mobile device - either through an app or using a code sent via text.

Duo is required for all faculty/staff to access Banner Self-Service (SSB), Blackboard, etc. Please [sign up](#) for Duo ASAP.

For more information about Duo: <https://www.gvsu.edu/it/duo-multifactor-authentication-233.htm>

Parking Permit

Please visit the GVSU Citizen Connect Portal (use Google Chrome as your browser). This is a two-step registration process.

1. If you do not have an account, you must first create an account in order to register for your permit. PLEASE DO NOT CLICK ON "CONTINUE AS GUEST". See the first attachment for detailed instructions on how to create a new account. Please note that you do not have to have a GVSU email address to create an account. If you do not have a GVSU email address, please use an email that you frequently use. You will need your G# in order to create an account. Your G # is This number may also be found on your pay stub (both electronic and paper statements). If you already have an account, please login and make sure your account information is up to date before registering for a permit. Please be sure to add information for all vehicles that you plan to drive to campus.
2. Click on View Permits and choose the Faculty and Staff 21-22 parking permit option to register. After you have successfully registered, you will receive a confirmation email detailing where your permit is valid. Please note that this permit will also allow you to

park in visitor parking on the upper levels of both the Cook-DeVos Center for Health Sciences (CHS) and DeVos Center for Interprofessional Health (DCIH). See below for more details.

- There is no cost for the Faculty and Staff permit. It is considered part of the benefits that you are provided by the University.
- Driving a different car to campus? You no longer need to remember to switch your cling or request a temporary day permit from Parking Services. Just visit the online portal to link the vehicle you are driving with your permit.
- New to GVSU or not sure how to register? No worries, we've got you covered! Please visit the GVSU Parking Services website to watch an instructional video on how to create an account, register for a permit, switch vehicles, or make changes in your parking portal account. Instructions on how to add a shortcut to the portal for a smartphone can also be found the Parking Services website.

Still have parking related questions? Please call Parking Services at 616-331-7275 for assistance.
Parking for On-Campus Events/Simulations

The upper levels of both the Cook-DeVos Center for Health Sciences (CHS) and DeVos Center for Interprofessional Health (DCIH) are open for you to park your vehicle. Access to the upper level parking is off of Prospect Street. Please note that this is labelled Visitor Parking, however, you are permitted to park in this area. Please find a map attached as a reference. Turn north onto Prospect from Michigan Street and the entrance to the parking garage will be on the left side. If you remain straight on Prospect you will end up in the larger parking garage that belongs to Spectrum Health. Park on the west side of the garage, under the CHS building and proceed to the door on the south side of the garage. Proceed to the main lobby of the CHS building and take the elevator to the third floor. You may check in for your work assignment in Suite 300, which is to your right off of the elevator.

Payroll

Standardized Patients are paid on a bi-weekly basis. Please visit the link below to view the Payroll Calendar. Electronic pay stubs should be delivered to your GVSU email account.

Appendix C

End of Employment Checklist

Visit the HR website for the latest information.

[Faculty/Staff Departure Checklist](#)

[GVSU Employee Departure Notice Process](#)

Submit Departure Form ASAP See GVSU Employee Departure Notice Process link above.
Keys & Access Card Return keys (including desk keys) and access card to Security Desk.
Phone Forward phone to department contact, while position is vacant.
People Finder Update People Finder by removing employee info http://www.gvsu.edu/it/telco/ Click on “Update Web Telephone Directory (Assigned Person Only)” and then provide update
GVSU Website Update website and remove employee from staff directory
Department Phone List Remove employee from department phone list
GVSU Name Badge Return to Health Simulation Assistant
GVSU Identification Card Return to Health Simulation Assistant, in turn, to be shredded
PCard Department contact should: <ol style="list-style-type: none">1. Notify Kip Smalligan by email and “cc” supervisor of inactivation date.2. Send PCard interoffice to Kip3. Notify Sara of inactivation date for her quarterly report
Collect Computer and any other Equipment
Network Access Deactivation Email auth@gvsu.edu

<p>Email Deactivation</p> <p>Supervisor should determine if email account should remain active for 30 days. If not, then contact computer authorization (auth@gvsu.edu) and request the employee Outlook email account be made inactive immediately</p>
<p>CAE</p> <p>Contact John Sterling to request the CAE login be inactivated</p>
<p>Account Information/Passwords</p> <p>Collect any network, social media, or other application accounts and work with IT to close and/or backup, if necessary.</p>

Once an employee departure date notice is provided:

HR Admin adds to the departure list to be sent to University partners

HR Admin processes in Banner

Benefits receives information for the last day of effective benefits

Employment notes the position number for backfilling if needed

Staff Relations sends exit interview survey

Network Account authorizations receives data to deactivate account

The Key Department reaches out for key(s) return

IT reaches out for technology equipment return

Parking Services notes the date to end parking permit

Board of Trustees are notified (if applies)

Removed from the Catalog (if applies)

Retirees are added to all applicable lists

Appendix D

User Agreement and Confidentiality Statement and Visitor Confidentiality Statement

Simulation Center User Agreement

The Grand Valley State University (GVSU) Interprofessional Simulation Center provides learners the opportunity to experience realistic patient situations practicing clinical skills in a safe environment. State-of-the-art equipment and standardized patients are utilized to provide a rich and educational learning experience for learners. In order to provide these experiences, the following guidelines must be adhered to while in the Simulation Center.

General Guidelines:

- No food or drinks are allowed in the Simulation Center
- Professional attire and demeanor as appropriate for your discipline is required
- Any abnormal findings identified in a standardized patient event must be reported to faculty

Confidentiality Agreement:

All learner/client/patient and scenario information is confidential regardless of format i.e. electronic, written, overheard, or observed, and any inappropriate viewing, discussion, or disclosure of this information is a violation of the [GVSU Student Code](#).

I may view, use, disclose, or copy information only if it relates to the performance of my own educational duties.

I have read the above listed expectations and agree to follow them at all times when in the Simulation Center. Non-adherence to these expectations may constitute dismissal from the Simulation Center, which may result in failure of the associated course.

Signature: _____ Date: _____

Printed Name: _____

Visitor Confidentiality Statement

The Grand Valley State University (GVSU) Interprofessional Simulation Center provides learners the opportunity to experience realistic patient situations practicing clinical skills in a safe environment. State-of -the-art equipment and standardized patients are utilized to provide a rich and educational learning experience for learners. In order to provide these experiences, the following rules must be adhered to while in the Simulation Center.

All learner/client/patient and scenario information is confidential regardless of format i.e. electronic, written, overheard, or observed, and any inappropriate viewing, discussion, or disclosure of this this information is a violation of the Family Educational Rights and Privacy Act (FERPA).

In response to this, agree not to:

- Access, disclose, copy, discuss, or otherwise reveal any information regarding a student, standardized patient, or faculty member;
- Disclose or discuss a student's or faculty's performance;
- View any educational content not specifically authorized or approved for me to do so by the Director of Simulation.

I have read the above listed expectations and agree to follow them at all times when in the Simulation Center.

Signature: _____ Date: _____

Printed Name: _____

Appendix E

Consent for Taking and Releasing Photographs/Videos

I hereby give permission to allow photographs/video of the following named person to be used by the Grand Valley State University (“GVSU”) Interprofessional Simulation Center for educational purposes.

Printed Name _____

I understand that these photographs/videos will be used only for educational purposes and will not be used for entertainment purposes.

I understand and agree that said photographs/videos and any reproduction thereof, as well as all materials connected therewith and rights arising there from or there under, are the exclusive property of GVSU.

I understand that during the performance of any duties under this agreement, parts or all of the performance may be video or audio recorded for educational purposes. I agree that all such intellectual property created pursuant to this agreement is owned exclusively by GVSU and may be used in any available media format for instruction.

I hereby release GVSU from and waive any and all remunerative or residual rights, stated or implied, that could arise pursuant to performance under this consent and release.

I grant this consent and release as my voluntary contribution in the interest of education and knowledge, subject to the condition that this consent and release is valid until I choose to revoke, such revocation would be affected only by my advising the Simulation Center in writing by registered mail, of my revocation and would become effective upon the date of actual receipt. I understand that my participation in this program is not contingent upon my signing this release.

Date _____

Signature _____

Witness _____

Adapted with permission from University of Kansas School
of Medicine-Wichita PCS-2011

Appendix F

Loan Agreement

GVSU Learning Resource Center (CHS) & Simulation Center Central Storage (RFH)

CHS 343 Phone: 616-331-3461 Email: nurlab@gvsu.edu

RFH 021 Phone: 616-331-5448 Email: rfhsim@gvsu.edu

Name: _____

E-mail: _____ Phone Number: _____

GVSU affiliation: Student _____ Faculty/Staff _____

Program: CD CSD SLP HRG RIE/RIU MPH Nursing OST OST Hybrid PAS DPT RTX MAT

Other: _____

Level: Undergraduate Graduate

Expected graduation: Fall (Dec) Winter (April) Spring/Summer Year: _____

GVSU's Learning Resource Center & Simulation Central Storage Center agree to loan equipment to the person listed above, referred to as "Custodian" herein: The loan shall be for the length of time indicated by the custodian. Custodian agrees to pick up equipment from GVSU Learning Resource Center OR Simulation Center Central Storage and return equipment to same location at the end of the loan term. Custodian understands and accepts that this is a loan and that there is no fee charged for the use of this equipment if it is returned and is in good condition, normal wear and tear expected. Deposits are not required for equipment loaned pursuant to this agreement; however, should loaned equipment be lost or stolen the Custodian will be charged the replacement cost of the equipment. If equipment loaned pursuant to this agreement is not returned by the end of the loan period (Due Date), the replacement cost of the equipment will be assessed to the Custodian.

The Custodian assumes full responsibility for the equipment and agrees to take good care of it. Custodian agrees to notify the Lab Manager if the equipment (or a part) is lost, stolen, damaged, or in need of adjustments or repair and to consult with the Lab Manager and/or Simulation Central Storage if repairs are required.

It is expressly agreed that the use of any equipment from GVSU is at the Custodian's sole risk and the Custodian assumes any and all risk from the use and/or operation of equipment from GVSU. It is further expressly agreed that GVSU staff, advisory committee and officers, representatives, employees, or students, shall not be liable for any claims, demands, injuries, damages, actions or causes of action whatsoever to the Custodian or any other person arising out

of or connected with the use and/or operation of any equipment from GVSU. The Custodian hereby expressly and forever releases Grand Valley State University from any and all claims, demands, injuries, or actions.

The Custodian understands that all equipment that is checked out must be returned to the building where it was checked out (i.e., CHS 343 or RFH 021).

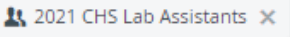
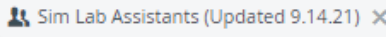
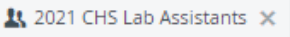
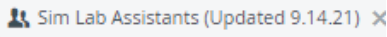
I have read the foregoing and by signing this Loan Agreement acknowledge that I understand and agree to its terms.

Signature: _____ Date: _____

Appendix G

CAE, Learning Space Roles/Privileges

Name	Role	Groups	Privileges
Simulation Technology Manager	Admin	Admin Sim Staff DM	<input checked="" type="checkbox"/> Admin
SP Program Manager	Admin	Admin PAS SPs Sim Staff SW603 Remote SPs	<input checked="" type="checkbox"/> Admin
Director of Simulation	Admin	Admin Faculty & Staff Sim Staff	<input checked="" type="checkbox"/> Admin
Lab Manager	Admin	Admin Sim Staff	<input checked="" type="checkbox"/> Admin
Health Simulation Assistant	Admin	Admin DM Sim Staff Sim Voicer - Female Cases Sim Voicers All W22 IPE_Pharm SPs	<input checked="" type="checkbox"/> Admin
Multi-Media Manager	Admin	Admin Sim Staff	<input checked="" type="checkbox"/> Admin
Simulation Education Specialist	Admin	Admin Sim Staff	<input checked="" type="checkbox"/> Admin
Simulation Technology Assistant Manager	Admin	Admin Sim Staff	<input checked="" type="checkbox"/> Admin
Simulation Emerging Technologies Developer	Admin	Admin Sim Staff	<input checked="" type="checkbox"/> Admin
Standardize Patient Program Assistant Manager	Admin	Admin Sim Staff	<input checked="" type="checkbox"/> Admin
Equip and Tech Support Manager	GVSU Equip M	Admin	<input type="checkbox"/> Admin <input type="checkbox"/> SRP <input type="checkbox"/> FON Data Entry
SPs	Sim Adult SP	Sim Adult SP	<input checked="" type="checkbox"/> SP
STC	Sim Adult SP	Sim Voicers All	<input checked="" type="checkbox"/> SP
nurlab	Lab Assistant	2021 CHS Lab Assistants Sim Lab Assistants (Updated 9.14.21)	Report Reviewer Inventory Manager (Full Control) Inventory Manager SRP (Full Control)

rfhsim	Lab Assistant	 	Report Reviewer Inventory Manager (Full Control) Inventory Manager SRP (Full Control)
simlab	Lab Assistant	 	Report Reviewer Inventory Manager (Full Control) Inventory Manager SRP (Full Control)
Admin Role		GVSU Equip Manager Role	
<div> <div>Admin</div> <div>Learner</div> <div>SP</div> <div> <input type="checkbox"/> Admin <input type="checkbox"/> System Manager <input type="checkbox"/> Room Manager <input type="checkbox"/> GO ShutDown </div> </div> <div> <div>Video</div> <div>Learning Mgmt.</div> <div>Data Entry</div> <div> <input type="checkbox"/> Record manager <input type="checkbox"/> Video Control <input type="checkbox"/> Video Control (full control) <input type="checkbox"/> Live Video <input type="checkbox"/> Intercom </div> <div> <input type="checkbox"/> SRP <input type="checkbox"/> SRP (full control) <input type="checkbox"/> Activity manager <input type="checkbox"/> Case Author (full control) <input type="checkbox"/> Case Author </div> <div> <input type="checkbox"/> Open-Ended Question Scoring Data Entry <input type="checkbox"/> FON Data Entry <input type="checkbox"/> Observer </div> </div> <div> <div>User</div> <div>Report</div> <div>Inventory</div> <div> <input type="checkbox"/> User manager </div> <div> <input type="checkbox"/> Report reviewer <input type="checkbox"/> Report reviewer (full control) <input type="checkbox"/> Anonymous Report Reviewer <input type="checkbox"/> Learner History / SP Activity <input type="checkbox"/> Central Server Manager </div> <div> <input type="checkbox"/> Inventory Manager <input type="checkbox"/> Inventory Manager (full control) </div> </div>		<div> <div>Admin</div> <div>Learner</div> <div>SP</div> <div> <input checked="" type="checkbox"/> Admin <input type="checkbox"/> System Manager <input type="checkbox"/> Room Manager <input type="checkbox"/> GO ShutDown </div> </div> <div> <div>Video</div> <div>Learning Mgmt.</div> <div>Data Entry</div> <div> <input type="checkbox"/> Record manager <input type="checkbox"/> Video Control <input type="checkbox"/> Video Control (full control) <input type="checkbox"/> Live Video <input type="checkbox"/> Intercom </div> <div> <input checked="" type="checkbox"/> SRP <input type="checkbox"/> SRP (full control) <input type="checkbox"/> Activity manager <input type="checkbox"/> Case Author (full control) <input type="checkbox"/> Case Author </div> <div> <input type="checkbox"/> Open-Ended Question Scoring Data Entry <input checked="" type="checkbox"/> FON Data Entry <input type="checkbox"/> Observer </div> </div> <div> <div>User</div> <div>Report</div> <div>Inventory</div> <div> <input type="checkbox"/> User manager </div> <div> <input type="checkbox"/> Report reviewer <input type="checkbox"/> Report reviewer (full control) <input type="checkbox"/> Anonymous Report Reviewer <input type="checkbox"/> Learner History / SP Activity <input type="checkbox"/> Central Server Manager </div> <div> <input type="checkbox"/> Inventory Manager <input type="checkbox"/> Inventory Manager (full control) </div> </div>	
Lab Assistant Role		Sim Adult SP Role	
<div> <div>Admin</div> <div>Learner</div> <div>SP</div> <div> <input type="checkbox"/> Admin <input type="checkbox"/> System Manager <input type="checkbox"/> Room Manager <input type="checkbox"/> GO ShutDown </div> </div> <div> <div>Video</div> <div>Learning Mgmt.</div> <div>Data Entry</div> <div> <input type="checkbox"/> Record manager <input type="checkbox"/> Video Control <input type="checkbox"/> Video Control (full control) <input type="checkbox"/> Live Video <input type="checkbox"/> Intercom </div> <div> <input type="checkbox"/> SRP <input checked="" type="checkbox"/> SRP (full control) <input type="checkbox"/> Activity manager <input type="checkbox"/> Case Author (full control) <input type="checkbox"/> Case Author </div> <div> <input type="checkbox"/> Open-Ended Question Scoring Data Entry <input type="checkbox"/> FON Data Entry <input type="checkbox"/> Observer </div> </div> <div> <div>User</div> <div>Report</div> <div>Inventory</div> <div> <input type="checkbox"/> User manager </div> <div> <input checked="" type="checkbox"/> Report reviewer <input type="checkbox"/> Report reviewer (full control) <input type="checkbox"/> Anonymous Report Reviewer <input type="checkbox"/> Learner History / SP Activity <input type="checkbox"/> Central Server Manager </div> <div> <input checked="" type="checkbox"/> Inventory Manager <input checked="" type="checkbox"/> Inventory Manager (full control) </div> </div>		<div> <div>Admin</div> <div>Learner</div> <div>SP</div> <div> <input type="checkbox"/> Admin <input type="checkbox"/> System Manager <input type="checkbox"/> Room Manager <input type="checkbox"/> GO ShutDown </div> </div> <div> <div>Video</div> <div>Learning Mgmt.</div> <div>Data Entry</div> <div> <input type="checkbox"/> Record manager <input type="checkbox"/> Video Control <input type="checkbox"/> Video Control (full control) <input type="checkbox"/> Live Video <input type="checkbox"/> Intercom </div> <div> <input type="checkbox"/> SRP <input type="checkbox"/> SRP (full control) <input type="checkbox"/> Activity manager <input type="checkbox"/> Case Author (full control) <input type="checkbox"/> Case Author </div> <div> <input type="checkbox"/> Open-Ended Question Scoring Data Entry <input type="checkbox"/> FON Data Entry <input type="checkbox"/> Observer </div> </div> <div> <div>User</div> <div>Report</div> <div>Inventory</div> <div> <input type="checkbox"/> User manager </div> <div> <input type="checkbox"/> Report reviewer <input type="checkbox"/> Report reviewer (full control) <input type="checkbox"/> Anonymous Report Reviewer <input type="checkbox"/> Learner History / SP Activity <input type="checkbox"/> Central Server Manager </div> <div> <input type="checkbox"/> Inventory Manager <input type="checkbox"/> Inventory Manager (full control) </div> </div>	
STC		Faculty	

Admin	Learner	SP
<input type="checkbox"/> Admin	<input type="checkbox"/> Learner	<input checked="" type="checkbox"/> SP
<input type="checkbox"/> System Manager		
<input type="checkbox"/> Room Manager		
<input type="checkbox"/> GO ShutDown		

Video	Learning Mgmt.	Data Entry
<input type="checkbox"/> Record manager	<input type="checkbox"/> SRP	<input type="checkbox"/> Open-Ended Question Scoring
<input type="checkbox"/> Video Control	<input type="checkbox"/> SRP (full control)	<input type="checkbox"/> FON Data Entry
<input type="checkbox"/> Video Control (full control)	<input type="checkbox"/> Activity manager	<input type="checkbox"/> Observer
<input type="checkbox"/> Live Video	<input type="checkbox"/> Case Author (full control)	
<input type="checkbox"/> Intercom	<input type="checkbox"/> Case Author	

User	Report	Inventory
<input type="checkbox"/> User manager	<input type="checkbox"/> Report reviewer	<input type="checkbox"/> Inventory Manager
	<input type="checkbox"/> Report reviewer (full control)	<input type="checkbox"/> Inventory Manager (full control)
	<input type="checkbox"/> Anonymous Report Reviewer	
	<input type="checkbox"/> Learner History / SP Activity	
	<input type="checkbox"/> Central Server Manager	

Admin	Learner	SP
<input type="checkbox"/> Admin	<input type="checkbox"/> Learner	<input type="checkbox"/> SP
<input type="checkbox"/> System Manager		
<input type="checkbox"/> Room Manager		
<input type="checkbox"/> GO ShutDown		

Video	Learning Mgmt.	Data Entry
<input type="checkbox"/> Record manager	<input checked="" type="checkbox"/> SRP	<input type="checkbox"/> Open-Ended Question Scoring
<input type="checkbox"/> Video Control	<input type="checkbox"/> SRP (full control)	<input checked="" type="checkbox"/> FON Data Entry
<input checked="" type="checkbox"/> Video Control (full control)	<input checked="" type="checkbox"/> Activity manager	<input type="checkbox"/> Observer
<input checked="" type="checkbox"/> Live Video	<input type="checkbox"/> Case Author (full control)	
<input checked="" type="checkbox"/> Intercom	<input checked="" type="checkbox"/> Case Author	

User	Report	Inventory
<input type="checkbox"/> User manager	<input checked="" type="checkbox"/> Report reviewer	<input type="checkbox"/> Inventory Manager
	<input checked="" type="checkbox"/> Report reviewer (full control)	<input type="checkbox"/> Inventory Manager (full control)
	<input type="checkbox"/> Anonymous Report Reviewer	
	<input type="checkbox"/> Learner History / SP Activity	
	<input type="checkbox"/> Central Server Manager	

Line of Communication
Report Structure
LearningSpace Role



Appendix H

GVSU Interprofessional Simulation Center Staff Orientation Template

Initial introductions to Simulation Center team
Director to review: <ol style="list-style-type: none">1. Accountability2. Meetings – attending3. Mission, Vision, Values4. Code of Ethics5. Policy and Procedure Manuals6. Calling in process for sick time, flex time and appointments7. Performance Evaluation8. Simulation Center Website9. Simulation Faculty Training Module10. CAE, Learning Space Training Videos
Director to provide tour: <ol style="list-style-type: none">1. Office layout2. Restrooms3. Kitchen / Refrigerator4. Coffee5. Water6. CHS, DCIH, RFH
<u>PSS to provide following:</u> <ol style="list-style-type: none">1. Department phone list2. Keys3. ID card at Pew Campus Office Machines <ol style="list-style-type: none">1. Copy/Scanning/Fax/Printers2. Print paper, copy paper3. Storage room including toner for network printer4. Office supplies GVSU Website <ol style="list-style-type: none">1. Use of People Finder to locate faculty, staff and department phone numbers and location2. Human Resources3. Payroll calendar4. Information Technology, www.gvsu.edu/it (see list of seminars)5. Library, www.gvsu.edu/library

Telephone use

1. Grand Valley State University's main telephone number: 616-331-5000
2. Campus prefix
3. Internal/Outside calls
4. Telephone features: hold, transfer, conference call
5. Phone Mail

Phone directory

1. Building codes
2. Locations of various campuses / maps
3. Organization charts

Outlook:

1. Set up access to all department related staff calendars with view access
2. Set up "groups" for email. For example, Simulation Team group
3. Coordinate meetings (people, calendars, rooms)
4. Searching calendar and email

Orient on how to:

1. Room sign changes
2. Key requests – Online
3. IT Help desk tickets and call in – 1-2101
4. Facility work order request – for example light bulb request.
5. Travel expense and reimbursement
6. Parking permits for guests

Shared drive

- 1) L Drive location
- 2) Personal L Drive location and use

Simulation Staff Individual Orientation Meetings:

1. Dir. of Simulation
2. Multi-Media Manager.
3. Multi-Media Manager.
4. CHP Lab Manager
5. KCON Lab Manager
6. Simulation Technology Manager
7. Health Sim. Asst.
8. Simulation Technology Assistant Manager
9. SP Program Manager
10. SP Assistant Program Manager

Appendix I

Infectious Disease Preparedness and Response Plan

During the 2023-2024 Academic Year

The policy and procedures outlined below provide the detailed steps the Grand Valley State University (GVSU) Simulation Center will take to reduce the risk of individual exposure to respiratory pathogens.

Event Scheduling

Unless mandated otherwise by the State of Michigan or the University, events scheduled in the Simulation Center will be scheduled in accordance with the room capacities determined by the Fire Marshall.

Prior to Arrival on Campus

Prior to arriving on the Health Campus for Simulation Center events, if an individual has any symptoms of illness, the individual should inform their professor or supervisor of the situation. If a student will not be able to attend a high-fidelity patient simulator or standardized patient event, faculty should notify the simulation team member responsible for the event of the student's absence, so that staff may make the necessary changes/adjustments to the event and/or recording schedule.

Ventilation Rates

Building ventilation rates on the GVSU Health Campus are based on occupancy. At a minimum they are set at seven (7) air exchanges per hour in classrooms and ten (10) air exchanges in labs. The air in the buildings on the GVSU Health Campus is not recirculated.

Event Personal Protection Equipment Procedures

The Centers for Disease Control and Prevention (2022) states preventive actions like face masks may be implemented as a strategy to limit exposure to respiratory pathogens. Current practice throughout most the region's healthcare facilities has made face masks optional. A goal of simulation in the education of healthcare professionals is for learners to practice real-world current patient care protocols. For this reason, the use of face masks is optional in all Simulation Center events on GVSU's Health Campus.

Three-ply procedure face masks will be available in every Simulation Center event setting. If utilized, the 3-ply procedure face masks should only be worn for the day of the event and must be thrown away after use. The 3-ply procedure face masks are not effective if they become saturated. If saturated, the 3-ply procedure face masks need to be replaced with a new one. Individuals may choose to wear an N95 face mask without the respiratory valve or KN95 face mask in place of a 3-ply procedural face mask. N95 face masks or KN95 face masks should not be used with any type of second mask on top or underneath (Brooks et al., 2021). For certain

Communication Sciences and Disorder events, single use transparent face masks will be made available for optional use.

For events requiring close contact, in addition to choosing to use a 3-ply procedure or transparent face mask, students, and faculty may request from the Simulation Central storage area in the Cook DeVos Center for Health Sciences, CHS 343 or the Raleigh Finkelstein Hall, RFH 021 a face shield or goggles, based on their preference. The face shields and goggles will have to be cleaned and reused throughout the remainder of the semester. Individuals will be responsible for cleaning their face shields/goggles and bringing them to subsequent events. Cleaning solutions will be available throughout the Simulation Center staff allowing for face shields/goggles to be cleaned with disinfecting products prior to individuals leaving the event setting. Individuals using these cleaning products are required to use gloves while cleaning and to wash their hands or use hand sanitizer afterwards.

Hand Hygiene

Handwashing or the use of hand sanitizer is required before and after close contact with individuals. Gloves are not required for those circumstances where touching another individual is required for physical exam. However, if an individual being examined asks that the examiner put gloves on, that request must be honored.

Exam gloves will be available in every Simulation Center event setting.

Gowns

The use of patient gowns is permitted. All used cloth patient gowns will need to be placed in a laundry hamper when finished. Used paper gowns will need to be placed in the trash.

Laptops and Headphones

Students and faculty should try to limit bringing any non-essential items into Simulation Center, i.e. coats, bags, etc. These items can be stored in lockers, if available, throughout the buildings. Students may bring their own laptops into Simulation Center events. Many simulation events require students to observe one another using designated GVSU computers. Students may bring their own headphones to use in the Simulation Center with the GVSU computers. The computers in the Simulation Center do not have Bluetooth capabilities. For students that chose to use the headphones provided by the Simulation Center, after use, the students will be responsible for disinfecting the headphones with the provided cleaning solution.

Paper and Linen

The transmission of respiratory pathogens from touching paper or linen is minimal (Ren, et. al, 2020). In fact, absorbent materials like cotton are safer than non-absorptive materials like isolation gowns (Ren et. al, 2020). All used linens will need to be placed in a laundry hamper when finished.

Food and Drinks

Students may eat in designated areas within the buildings on the Health Campus or in outside spaces. No food or drinks will be allowed in the Simulation Center except for labs where food preparation or food for functional physical evaluations and treatment are part of the course objectives.

Cleaning and Disinfection

During the academic year, campus custodial services will take care of the floors and trash within the GVSU Simulation Center spaces, but it is everyone's responsibility to clean shared surfaces that are dirtied after individual use. GVSU Facilities Services will supply disinfection solutions which will be available throughout the Simulation Center.

Simulation Center staff will be responsible for cleaning all surface tops and equipment frequently used during Simulation Center laboratory events. Cleaning towels will be provided throughout the Simulation Center along with posted directions on how to properly use the cleaning solutions and what cleaning products are safe for specific equipment (see Appendix A). Individuals must wear gloves when using cleaning solutions and wash their hands or use hand sanitizer afterwards. Cleaning towels, once used for cleaning must be placed in the laundry hampers available throughout the Simulation Center. The cleaning towels will be washed by a University contracted service that meets OSHA healthcare standards.

Continuous evaluation of cleaning and sanitation best practices will be monitored by the Simulation Center staff and changes made to cleaning procedures will be updated as needed.

Standardized Patient Events

Wearing a face mask is optional for standardized patients. Three-ply disposable procedure face masks will be provided for use. If they chose, standardized patients may wear an N95 face mask without the respiratory valve or KN95 face mask in place of a 3-ply procedure face mask.

Physical contact for practicing head, eyes, ears, nose & throat (HEENT) physical exams on standardized patients may be performed, if related to the learning objectives of the event.

In-between student encounters, standardized patients will be required to clean surface areas they or the students examining them come in contact with.

High Fidelity Manikin Events

Simulation Center staff members will be responsible for cleaning any surfaces students come in contact with during high fidelity manikin events, including the manikins.

Student or Faculty Led Practice Events

Student or faculty led practice events are allowable when Simulation Center spaces are not in use for scheduled course events. However, the procedures outlined above must be followed.

Post Events

In order to accommodate subsequent Simulation Center events, students and faculty will be asked to leave the Simulation Center after the conclusion of the event's designated timeframe.

Checking-out Materials

Students and faculty may continue to check out equipment from the GVSU Simulation Center. All equipment returned will be subject (when applicable) to cleaning with specific disinfectant solutions. According to a recent study conducted by the REALM Project team (2020), a trace amount of COVID-19 was found on paper products after four (4) days of isolation. Paper items such as physical assessments may also continue to be checked out of the GVSU Simulation Center at everyone's own risk.

Appendix J

Cleaning Solution, Contact Time, Directions, and Approved Use

I. Product: 70% Isopropyl Alcohol/30% Distilled Water Spray

Required Contact Time: Five (5) minutes

Directions:

1. Put on disposable exam gloves.
2. Pre-Clean shield or surfaces of all visible debris with soap and water.
3. Spray Alcohol solution on shield or surfaces. (Do NOT use on any electronic surfaces not included in the list of approved electronic surfaces below.)
4. Keep surface wet for five (5) minutes.
5. Let air dry or wipe surface clean with paper towel after five (5) minutes.
6. Remove and discard disposable gloves & thoroughly wash hands with soap and water.

Approved for:

Face shields/goggles	Light switches
All manikins	Chairs
Injection pads	Tables
All task trainer models	Doorknobs
IV lines	Sinks
Foley catheters	Keyboard Covers
Chest tubes	Computer mice
Blood pressure cuffs	VR equipment
Thermometers	Monitors
Pulse oximeters	Headphones
Demo-dose medication vials	Phones
Herman Miller cabinet equipment	Walkie-talkies
Bedrails	Laptop external surfaces
Hospital bed control buttons	Soft sling-backs of wheelchairs

II. Product: Husky 814 Q/T Tuberculocidal spray

Required Contact Time: One (1) minute

Directions:

1. Put on disposable exam gloves.
2. Pre-Clean surface first by removing visible dirt or debris with soap and water.
3. Spray HUSKY solution on hard, non-porous surfaces. (Do NOT use on any electronic surfaces).
4. Surfaces must remain wet for one (1) minute.
5. Wipe surface clean after one (1) minute.
6. Remove and discard disposable gloves & thoroughly wash hands with soap and water.

Approved for:

Hard, non-porous surfaces	Bedside tables
Tables	Exercise equipment
Non-porous surfaces of wheelchairs	Chairs
Mat tables	Rolling stools
Plinth/Exam tables	Doorknobs
Overbed tables	Light switchers

III. Product: Protex Disinfectant Spray

Required Contact Time: One (1) minute

Directions:

1. Put on disposable exam gloves
2. Pre-clean surface first by removing visible dirt or debris with spray and wiping clean, or, if safe for the equipment, use soap and water.
3. Spray 6-8" from surface, until surface is thoroughly wet. (Do NOT use on any electronic surface).
4. Surfaces must remain wet for one (1) minute.
5. Allow surface to Air Dry or Wipe surface clean after one (1) minute.
6. Remove and discard disposable gloves & thoroughly wash hands with soap and water.

Approved for:

Hard, non-porous surfaces

Exercise equipment

Ultrasound transducers and probes.

IV. Product: PDI Super Sani Cloth Disposable Wipes

Required Contact Time: One (1) minute

Directions:

1. Put on disposable exam gloves
2. Pre-Clean surface first by removing visible dirt or debris with soap and water or an additional PDI Super Sani Cloth.
3. Wipe entire surface thoroughly with wipe(s).
4. Surfaces must remain wet for one (1) minute.
5. Allow surface to Air Dry or Wipe surface clean after the one (1) minute.
6. Dispose of wipes in the trash. Then remove and discard disposable gloves & thoroughly wash hands with soap and water.

Approved for:

Hard, non-porous surfaces with relatively small amounts of surface area and Butterfly probes. Use other disinfectants, when possible, as the supply of these wipes is very limited.

V. Product: Bissell Sanitize Spray and Clorox Hydrogen Peroxide Cleaner Disinfectant

Required Contact Time: One (1) minute

Directions:

1. Put on disposable exam gloves
2. Pre-clean surface first by removing visible dirt or debris with spray and wiping clean, or, if safe for the equipment, use soap and water.
3. Spray 6-8" from surface, until surface is thoroughly wet. Do NOT spray directly on any electronic surfaces.
4. Surfaces must remain wet for one (1) minute.
5. Allow surface to Air Dry or Wipe surface clean after the one (1) minute.
6. Remove and discard disposable gloves & thoroughly wash hands with soap and water.

Approved for:

Hard, non-porous surfaces

Exercise equipment

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