

## Course Participants/Learners Policy

The University of Vermont is committed to providing an educational atmosphere and experience that is accessible to all qualified students, including students with disabilities. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (Section 504), and the Americans with Disabilities Act of 1990, 42 U.S.C. 12131 (the ADA), the Americans with Disabilities Act Amendments Act of 2008, (the ADAA), prohibit institutions such as the University of Vermont from discriminating against qualified students with disabilities and require that reasonable and effective academic accommodations be provided to such students. It is, therefore, the policy of the University of Vermont not to discriminate against students with disabilities in any program or activity of the University for which the student is qualified, and to provide reasonable accommodations and auxiliary services to such students with due regard for the integrity of academic programs.

(<http://www.uvm.edu/policies/student/disability.pdf>)

## Procedure

### CSL Code of Conduct

As the CSL is located on the same floor as the Department of Family Medicine and CNHS faculty offices, all users of the CSL must act in a manner that does not disturb our neighbors. We ask that people lower their voices while moving through the shared hallways and avoid potentially disruptive behaviors. Signs are posted in the hallways reminding users of this need.

### Dress Code

Participants should adhere to the same dress code as they would when seeing real patients in a clinical setting – business casual, clean scrubs (if appropriate) and a clean white coat. Shorts, tank tops, sport hats, and flip flops are not permitted. A participant may be asked to leave and return once in proper attire.

### Food and Drink Policy

- No food or beverages are allowed in the clinical simulation spaces which includes the task training room and the VR room unless specifically approved by the Director of Simulation Education and Operations.
- During half or full day sessions, such as for CME, ATLS or other events, food and refreshments may be served. All food is restricted to the large debriefing room (Rowell 242) and/or the hallway outside of the room. Exceptions will be considered. It is the responsibility of the group/organization/department to clean up foodstuff, disposables and recyclables after their session. Nothing is to be left in the CSL debriefing room or hallway.
- The purchase of food for any simulation activity must follow the UVM Policy and Procedure on (<http://www.uvm.edu/policies/procure/businessmeals.pdf>)

### Electronics Usage

- Cell phones, PDAs, cameras, camera phones and video recorders are not permitted to be used during simulations. While participating in simulation sessions, it is the expectation that all cell phones will be placed on vibrate and that calls will only be answered for urgent matters.
- Faculty/staff instructors and learners may use smartphones for looking up reference materials  
Or to gain access to medical school curriculum as directed.
- Faculty/staff instructors and learners who carry beepers will return calls on the phone located in the hallway outside of the CSL administrative office so as not disturb the learning environment of others. The phone accommodates calls within UVM and UVMCC, i.e. 6-XXXX or 7-XXXX, and an outside line can be reached by first dialing "9." Long distance calls cannot be made from this phone.

### Lab Etiquette

- CSL staff, participants and faculty/staff instructors will have proper orientation to the code carts and the defibrillator. The defibrillators in the CSL can deliver a shock to the user if not used properly. Placing the pads on the metal discs on the manikin's chest will display the cardiogram on the defibrillator screen. The manikin can be shocked or paced, but will not "jump".
- No human tissues or cadaver parts are allowed in the lab. We can use butcher products with advance notice. If butcher products are used, it is the responsibility of the instructor to remove and discard in an appropriate manner.
- A simulation staff member will always be present when a group is using simulation equipment.
- There will be no ink pens near the simulators or task trainers.
- There will be no newspaper or papers with easily removable ink near the simulators or task trainers.

### Participant Tardiness

- An orientation to the simulation space and equipment is an essential part of the simulation curriculum and session. An orientation is conducted at the beginning of every session for reasons of safety, adaptation to environment, CSL rules, and any specific session-specific information.
- Arriving late for the orientation or briefing is not only a safety concern, but is disruptive to the other participants, CSL staff and faculty/staff instructors. Briefing those who arrive late takes time away from the session which may result in the inability to complete the intended objectives.
- If a participant arrives sufficiently late, such that the faculty/staff instructor is concerned that the individual is not adequately prepared to participate, then that individual may be dismissed from the session. This decision is at the discretion of the faculty/staff instructor and the course director will be notified.