

General Operation Guidelines Policy

The CSL is the academic hub for the LCOM, CNHS and UVMHC. Each have their own time restrictions for when they can use the CSL based on their overall work and academic schedule. The CSL will attempt to meet these needs within UVM policies and reason.

Hours

The CSL administrative office is open 7:30 am - 4:30 pm Monday through Friday, and is closed on weekends. Both the CSL administrative office and simulation spaces are closed on all federal holidays and UVM holidays. The holidays that the CSL is closed, subject to change by the University are:

- New Year's
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

Campus is closed during winter break days. These days are determined by the University each calendar year and include December 24th to January 1. Additional days may be added as determined by the University.

Request for scheduling after normal operating hours: Simulation activities can be booked 7 days a week between the hours of 7 am to 7 pm.

- Sessions that begin or conclude after normal business hours will be approved by the Director of Simulation Education and Operations only after adequate staffing has been obtained.
- The surgical/OB GYN residents have swipe card access to the Virtual Reality Room 24/7.

Severe Weather Policy

In the unlikely event of adverse weather conditions, the CSL will follow all UVM guidelines and directions regarding emergency procedures. If there is warning of potential severe weather, the CSL will do their best to notify all participants, instructors, faculty and staff.

Utility/Electrical Failure

If there is a utility or electrical issue that might potentially impact a scheduled session, the CSL will do their best to notify all instructors and work with them to reschedule their session.

Parking: Parking is by permit only; all faculty/staff must purchase a parking permit. The CSL is not responsible for parking citations accrued by visitors, learners, faculty or staff. Parking permits are the responsibility of the individual. The CSL will provide parking passes for guests as well as non-university faculty and participants of CME activities. For questions regarding parking permits, please contact Transportation and Parking Services.

<https://www.uvm.edu/transportation>

Lost and Found

Items left behind after a simulation activity will be placed in the lost and found box in the CSL. Inquire at the front desk (802) 656-0748. After 3 months unclaimed items will be disposed of or donated to a charity.

Non-Simulation Use of the CSL

It is the policy of CSL to dissuade the use of the CSL facilities for activities not related to simulation. We understand that it can be a challenge to find meeting and classroom space. The CSL may allow the small or large debrief rooms to be reserved when the following conditions are met:

- There are no simulation sessions, courses or departmental meetings scheduled.
- The request is made of the Director of Simulation and Operation prior to assuming use of the room.
- Occurs during normal administrative hours, 7:30 am - 4:30pm M-F.
- The teleconference/Computer equipment in the room can be used with training and prior approval.

Dress Code

Participants, CSL staff, faculty and instructors will dress professionally (business casual), wear clean scrubs (if applicable), uniforms or white coats. No shorts, hats, beachwear, or flip-flops are allowed in the CSL. Failure to Comply: The learner/participant/instructor may be asked to leave the CSL to procure the appropriate attire.

Minors in the CSL

In keeping with the UVM mission of education and outreach, it is appropriate for persons under the age of 18 to occasionally enter the CSL for educational purposes. It is necessary to establish guidelines for the appropriate supervision of minors in the CSL. These guidelines are necessary to protect a child's health and safety and to prevent harm arising from a child's exposure to simulation activities that may be traumatic.

- Children under the age of 5 are not allowed in laboratories.
- Persons less than 14 years of age are not permitted access to the CSL except for a short-term such as a school tour or outreach training program. Adequate adult supervision must be provided by the organization sponsoring the visit.
- The visitors must be directly supervised by the organizing official or their designee.
- Persons between 14 and 18 years of age are permitted access to the CSL for both short-term and extended visits for educational purposes. They must be directly supervised.

Non-Participation Observation (also see Tours)

- In order to respect the privacy of the participants, instructors and staff, and to ensure a safe supportive learning environment, observation by non-participants must be approved by the Director of Simulation Education and Operations or a designated staff member.
- Observers will be informed of the expectations for a safe and supportive learning environment and asked to agree to keep confidential all information regarding the performance of all participants, discussions, debriefings and the details of specific scenarios.
- Observers may not photograph or record events occurring in the CSL without approval.
- Anyone requiring photographs for a presentation or poster may ask the Director of Simulation Education Operations. The Director will ensure that written consent is acquired from anyone featured in the photographs.

Tours, Demonstrations, and Outreach Policy

The success of simulation education is built around the concept of creating a safe and supportive learning environment. The CSL must guarantee confidentiality to simulation participants. For this reason, special attention to confidentiality must be considered when scheduling and conducting tours. Type of Tours

- *Walking:* a walkthrough of the CSL highlighting the space and capabilities along with a brief discussion.
- *Demonstration:* a group, or organization, may visit the lab for a specified amount of time to view demonstrations and actively engage in simulation activities.
- *Outreach:* A group, or organization, may utilize the CSL for a specified number of hours to include a walking tour, demonstration and participation in simulation and task training activities. This includes high school groups.

Procedure Tour Request

In order to accommodate a busy day to day schedule, and protect the learning environment, we are asking that ALL tours be approved by the CSL prior to arrival. This includes tours led by faculty/staff of CNHS and LCOM.

To request approval to conduct a tour:

- Contact the CSL Scheduler, Sarah Page, sarah.e.page@med.uvm.edu. The scheduler will work with you to find a time that is workable for all. Please provide as much advance notice as possible so we may best accommodate your request.
- All tours must be accompanied by a member of your faculty/program. We are no longer able to accommodate unaccompanied walk-ins (such as families and/or perspective students who come to see the simulation lab).
- You, or your designated tour guide, must check in at the front desk before beginning the tour. You will be informed if there are rooms or areas that cannot be viewed.
- Upon arrival at the CSL, tour participants will be informed of the confidentiality agreement and asked to verbally agree to abide by those rules.
- There will be no audio or video recording of the tour, visitors, or spaces without prior consent of the group.
- When possible, a last minute request for a tour may be approved. The faculty/staff member should check in at the CSL front desk to inquire. While we want to work with everyone to make these walking tours possible, the learners are our first responsibility.
- CSL faculty, staff, instructors and participants have the right of refusal for all types of tours.
- Tours are not permitted during testing sessions.
- There may be charges associated for the sponsoring group or organization for SPs and Sim- Tech time which will be discussed when you are scheduling your tour.

Right to Refuse/Terminate

The Clinical Simulation Laboratory will make every effort to quell any unfortunate circumstances that may arise during the planning and operation of a tour; however, the CSL staff has the right to terminate the session for safety, misuse of equipment, or mistreatment of persons.