Universal precautions, personal safety and security

Policy

The CSL is committed to providing a safe and supported learning environment to protect not only the psychological safety but also the physical safety of our participants, CSL staff, faculty/staff instructors and other visitors to the CSL.

Procedure

General precautions

To ensure personal safety of participants, CSL staff and faculty/staff instructors:

- Hand hygiene: use of soap and water or other hand sanitizing solution.
- All sharps need to be placed in the red sharps container after use. Please alert a simulation Specialists if sharps have been used on butcher products as they will need to be disposed of promptly.
- Red bags should be used to dispose of butcher products and should not be placed in the regular trash. Faculty/staff instructor will be responsible for making sure that butcher products are removed from the CSL immediately following the event.
- At no time are participants to practice on themselves or each other. The equipment we have for procedures is outdated or is not intended for human use.
- Food and drink are not permitted at any time in the clinical simulation spaces. If food and drink have been approved for an event, it will be placed in either the small debrief room, large debrief room or in the hallway outside the large debrief room.
- The CSL is NOT a latex free facility. If you have a latex allergy, please notify the CSL staff at once. We will provide you with non-latex gloves.
- The defibrillators are live and should be handled accordingly. Participants will be informed of this during the briefing session.
- No equipment, materials or medication from the code cart should be removed from the CSL and should never enter a patient care space.
- Even though we are not near a patient care area, all code carts, respiratory boxes and other
- Clinical equipment will be marked "for simulation use only" and in accordance with the UVMMC policy for in-situ demonstration code carts.
- All the task trainer cabinets which contain sharps will be marked "for simulation use only."
- Any participant, CSL staff and faculty/staff instructor who is injured should report the injury to the Director of Simulation and Operations. 911 may be called or the person may be referred to the Emergency Department. An incident report needs to be Completed and sent to the Director of Medical Student Education.
- If an individual is pricked by a sharp, referred to as a "clean sharp stick," then the individual must report the incident to the CSL staff. Finger sticks from needles or other sharps should be washed with soap and water thoroughly and then the individual should go to the Emergency Department.
- An eye wash station is found in the Task Training Room.
- Any damaged or potentially dangerous equipment should be reported to a CSL staff member who will attempt to correct the problem. If not correctable, the Senior Simulation Specialist

Will be notified and be responsible for resolving the issues.
- Faculty/staff instructors will find a reporting sheet called the "Equipment and Materials Maintenance/Repair/Replacement form in the entrance to hospital area. The Senior Simulation Specialist is responsible for monitoring these reports and, if possible, correcting the problem. If not possible, the Director of Simulation Education and Operations will be notified. PDFs will be made of the report, the resolution and both will be filed on the shared drive, L:\Groups\ClinicalSkillsEducation\CSL\....
- CSL staff can request training by the Department of Risk Management and Safety, i.e. training on how to safely handle and lift the manikins.
- Only CSL staff should transport or lift heavy simulation equipment.

We consult with the UVM Risk Management and Safety:
https://www.uvm.edu/riskmanagement to

- to promote safety and accident prevention
- to manage the protection of University assets, both human and financial
- to minimize legal liabilities
- to support compliance with environmental health and safety regulations

Maintaining a safe and secure campus at which to learn, work, live, and play is of the highest priority for the University of Vermont. The numbers of people, the size of the campus, and the variety of activities that occur within its facilities and on its grounds cause UVM to function much like a small municipality. As such, the University has adopted and continually refines, with constituent input, the following measures to complement personal preparedness and good Common sense:
- Police Department: The University maintains a high-quality, nationally accredited, service- oriented, and institutionally supervised law enforcement presence on the campus in the form of UVM Police Services. Police dispatchers serve as the state-certified 911 answering point for the campus and also dispatch UVM Rescue. The department offers a wide variety of crime prevention training initiatives to the campus community.
- Blue Light Units: Scattered throughout the campus are either wall-mounted or free-standing Blue Light units that provide instant two-way Communication with the Police dispatcher. A blue light identifies their location and a clear strobe flashes when the unit is activated.
- Closed Circuit Television: To supplement human patrols and leverage developing technology, the University has begun to install closed-circuit recording cameras in parking garages, parking lots, pedestrian circulation areas, and public spaces. Cameras are currently operating in the PFG Parking Garage and the Davis Center.
- Emergency Alert System: The University has licensed a multi-modal alert system (e-mail, text messaging, phone calls, fax, etc.) to be used to notify the campus

community of pending or current emergency situations, and to provide directions (i.e. evacuate or shelter-in-

Place). Campus constituents may join the Cat Alert emergency notification system, click here for instructions.

- CAT card Access System: The non-public spaces (sleeping floors) of the residence halls are kept locked on a 24-hour basis and are accessible only via the CAT card Access System (i.e., by using the UVM ID card). All major academic and administrative buildings, the public areas of the residence halls, and some student laboratories are only accessible after hours via the same system.
- Campus Area Transportation System (CATS): CATS provides safe and convenient shuttle service to students, staff, faculty, and visitors. Routes accommodate the needs of riders on-campus whenever the University is open and off-campus during the fall and spring semesters. Special routes and shuttle times accommodate the needs of students who visit
  - Downtown Burlington and the surrounding neighborhoods on Friday and Saturday nights. UVM affiliates are also provided fare-free access to all CCTA buses with their UVM ID card.
- Medical Emergencies: The Clinical Simulation Laboratory at the University of Vermont (CSL) is not a patient care environment and does not stock the necessary equipment to handle the myriad of medical emergencies that could potentially occur. In the event of a medical emergency, the CSL staff will request emergency medical services by calling 9-1-1 and providing as much information as possible.
- Fire Safety http://www.uvm.edu/policies/riskmgm/firesafety.pdf to promote workplace and student safety, Comply with fire codes, and to protect University assets, all employees, students, and visitors are required to evacuate a building when the fire alarm sounds. No person may tamper with fire protection devices, create fire hazards within or near buildings, or cause impediments to emergency egress from buildings. Individuals should make themselves aware of emergency exits in given and Rowell.

Confidentiality

Confidentiality and FERPA

The University of Vermont regulates access to and release of a student's records in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). Individual student records are confidential, and are only shared with the appropriate parties needed to ensure the safety of the individual and the campus community. All campus entities will follow FERPA regulations when handling information submitted through a Bias Incident Report. Click here to view the Complete FERPA Rights Disclosure.

Briefing on Confidentiality

As part of the briefing, the participants will:
- Be informed of the elements for creating a safe and supportive learning environment.
- Verbally agree to a confidentiality statement – which they will maintain and hold confidential all information regarding the performance of all participants,

discussions and debriefings that occur during the course and the details of specific scenarios. Scenarios will be used in the future to train other participants. To insure a fresh experience for future participants it is asked that the scenarios not be discussed after leaving the Clinical Simulation Lab.

- Be asked to sign a video release.

Video Recording and Photo Release

- Every room in the CSL is connected to the video monitoring system. The cameras are active 24/7 and rooms can be monitored remotely by CSL staff. A sign is posted at the entrance of the Inpatient and Outpatient Labs to remind those who enter that the rooms are being monitored. All Clinical Skills Exams (CSEs) administered to medical students are recorded. The video is retained, as part of the student's academic record, until graduation.
- Instructors will be:
  - Informed of the Confidentiality Policy. This policy sets the expectations for a safe and supportive learning environment. Participants will be asked to agree to a confidentiality statement that they will maintain and hold confidential all information regarding the performance of all participants, discussions and debriefings that occur during the course and the details of specific scenarios. Scenarios will be used in the future to train other participants. To insure a fresh experience for future participants it is asked that the scenarios not be discussed after leaving the Clinical Simulation Lab.
  - Briefed on video recording practices and the information security procedures of UVM.
- The video may be played back to all participants during the debriefing of the simulation. Video may also be used for research, with the approval of the Committee on Human Research. Still images may be used for promotional, education, research and administrative purposes including posters, brochures, websites and PowerPoint presentations. The participant will not be identified by name.
- Simulation participants are asked to:
  - Provide written consent to video recording of the simulation. The video may be played back to all participants during the debriefing of the simulation. Video may also be used for research, with the approval of the Committee on Human Research. Still images may be used for promotional, education, research and administrative purposes including posters, brochures, websites and PowerPoint presentations.
    The participant will not be identified by name.
  - The signed consent form will be kept on file in the Clinical Simulation Laboratory [for one year, "determined period of time" is required].
  - If a participant chooses not to consent to the photo release, then the instructor will determine whether to a) continue with the simulation without video recording or b) excuse the participant from the simulation.

Security of Information

The Clinical Simulation Laboratory must adhere to the Information Security Procedures of the University of Vermont. (http://www.uvm.edu/policies/cit/infosecurityprocedures.pdf) which in short says, University-held information will be protected against unauthorized exposure, tampering, loss, and destruction and to ensure information is accessible when needed.

Each unit's collection is associated with individuals known as a **Data Steward, a Technology Manager and a Records Coordinator**. The Data Stewart defines the requirement for security, confidentiality and availability creating policy and procedures. The Technology Manager supports the environment in which the information is stored. The Records Coordinator has oversight and management of the day-to-day records. The Records Coordinator is responsible for managing the record life cycle (creation, maintenance and disposition). This process includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records.

The Director of Simulation Education and Operations (Cate Nicholas) is the Sim Lab's Data Steward and the System and Assessment Coordinator (Jeff Rector) is the Sim Lab's Technology Manager and the Records Coordinator.

We contract with Education Management Solutions https://www.simulationiq.com/ SimulationIQ (SIMIQ) for our audio/visual needs and to house our Standardized Patient (SP) program assessment checklists, videos and SP comments. The Data Steward and the Technology Manager control the level of access to SIMIQ. All access to SIMiQ (non-web based) is through a SSO (Secure Sign On) process that requires the user to use their individual active UVM credentials. The data steward and technology manager grants level of access:

- Administrator (CSL Director of Clinical Simulation, Director of Simulation Education and Operations, System and Assessment Coordinator, Director of Simulation CNHS, College of Medicine Technology Services, CSL Staff and select SPs) – access to all tasks.

- Educators (LCOM Foundations and Clerkship Directors and coordinators, CNHS and UVMMC educators) – permission to view learner video and/or check list and post encounter notes only on the SIMIQ system.

- Learner (LCOM M1-M4 students, CNHS students who take CSEs) – permission to allow them to view their own SP comments on the SIMIQ system.

- SP (standardized patients) – permission complete checklists/comments during CSEs.

Recordings and associated materials (checklist, SP comments, and post encounter notes) are indexed for identification in the SIMIQ system. There are four levels of recording are housed in our simulation management system.

1. For playback during debriefing – never exported. Deleted quarterly by the Records Manager.

2. For coaching – The Technology Manager transforms the videos into MP4 and exports them to the faculty via secure UVM File Share https://www.uvm.edu/it/kb/article/file-transfer-service/. Faculty advised to follow the UVM OP for Information Security Procedures and not in any way divulge, copy, release, sell, loan, review, or alter any recording and to delete video once no longer needed for coaching Once faculty acknowledges receipt of the video files, the video is scheduled to be deleted quarterly by the Records Manager.

3. For research purposes: The Technology Manager transforms the videos into MP4 and exports them to the PI via secure UVM File Share https://www.uvm.edu/it/kb/article/file-transfer-service/. After the PI has confirmed receipt of the video files then the videos will be marked for deletion from the EMS system. The videos are deleted quarterly by the Records Manager. Faculty advised to follow the UVM OP for Information Security Procedures and not in any way divulge, copy, release, sell, loan, review, or alter any recording and to delete video. Based on the research and funding source, researcher needs to follow UVM Retention Schedule. Record Retention Schedule | Office of Audit, Compliance and Privacy Services | The University of Vermont (uvm.edu)

NOTE: Both items 2 and 3 above will have the following mandatory statement on email: **CONFIDENTIALITY NOTICE:** *This email communication and any attachments may contain confidential and privileged information for the sole use of the designated recipient named above. Distribution, reproduction or any other use of this transmission by any party other than the intended recipient is prohibited. If you are not the intended recipient, please contact the sender and delete all copies.*

4. For learner summative assessment (SP-learner encounter, checklists, and SP comments)-never exported. They are indexed for identification and held for 5 years after graduation or separation from the University.

Video/Materials Destruction: **responsibility of the Records Coordinator.**
UVM LCOM – Videos of medical student Clinical Skills Exams (CSEs), checklists, post encounter notes and SP comments are retained for 5 years after graduation or separation.
UVM CNHS, UVMMC and other – Videos recorded during simulation are deleted quarterly.
Coaching and Research studies –After the faculty/PI has confirmed receipt of the video files then the videos will be marked for deletion from EMS quarterly.

Vendors

Vendors that provide remote or on-site support must complete the "Protected University Information Agreement." This agreement must be signed by an appropriate representative of any external organization before any member of that organization can gain access to the University Computer systems that contain Protected University Information. The CSL currently has on file a signed agreement with Education Management Solutions, i.e. the vendor for the assessment and audio/video system.