

### **Room, Equipment and Supplies Policy**

In order to keep the resources of the CSL available to all users, participants, faculty/staff instructors and CSL staff need to be clear on the rules regarding rooms, equipment and supplies. The goal is to use only the supplies that are needed and to keep the space, equipment and simulators in good repair.

#### **Equipment**

- Typical supplies and instruments for procedures will be supplied by the Clinical Simulation Laboratory.
- Prior to first use faculty/staff instructors will be oriented to available equipment.
- Manikins will be operated by a simulation specialist.
- We expect that rooms will be left as they were found. Chairs and tables will be put back in place and any papers and other materials will be removed. Disposable materials used during the session must be removed and discarded properly.
- The Lab staff will be responsible for cleaning and putting away instruments and simulator equipment.
- Users of the CSL are liable for replacement or repair costs related to damage to models or equipment resulting from misuse. Replacement parts for manikins or task trainers may be billed to the department or event.
- Misuse (as judged by the Director of Simulation Education and Operations) of equipment leading to damage will be billed to the individual's department.

#### **Maintenance and Care of Equipment**

- The Simulation Specialist will do routine, basic care of manikins and task trainers as needed.
- Each Simulation Specialist has an assigned manikin for which they will do monthly maintenance and record the findings. Before, and immediately after, clerkship weeks all task trainers will be checked and refurbished as needed (every 6 weeks).
- It is the responsibility of the Senior Simulation Specialist to track routine maintenance of manikins and other high tech equipment.
- All manuals are located on the shelf in the equipment room and in the Simulation Specialists' office.

#### **Breakage and Repair Policy**

It is the responsibility of end users/instructors to report equipment breakdown to the Director of Simulation Education and Operations. Simulation specialists are also responsible for reporting faulty or broken equipment. Equipment will be tested annually by the Senior Simulation Specialist.