Nell Hodgson Woodruff
School of Nursing
Simulation Program
Emory Nursing Learning Center

INFORMATION,
POLICIES, AND PROCEDURES

2023-2024
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General Information

**Introduction**
The Nell Hodgson Woodruff School of Nursing (NHWSN) Simulation Program at the Emory Nursing Learning Center (ENLC) is a vibrant learning environment designed to support the school’s mission to educate visionary nurse leaders and scholars.

**Mission Statement**
At the Simulation Program, we strive to lead a new reality/future for nursing education, research, practice, and lifelong learning, ultimately to advance health care delivery for individuals, families, and communities.

**Vision Statement**
Establish an academic practice for simulation-based learning for nursing, interprofessional, and transdisciplinary education and collaborative practice.

**Values**
The values of the NHWSN are: 1) excellence, 2) collaboration, 3) social responsibility, 4) innovation, and 5) leadership. The values of the Simulation Program are: 1) integrity, 2) accountability, 3) quality, 4) communication, 5) service oriented, and 6) inclusion.

**Governance**
The governance structure includes the Dean’s Leadership Council, the Dean’s Educational Advisory Council, and the Simulation Steering Committee.

**Required Disclaimers**
Research conducted using the Simulation Program must follow the Emory University [Guidelines for Responsible Conduct of Scholarship and Research](http://www.coi.emory.edu/) policy.

Presentations using the NHWSN Simulation Program at ENLC name should align with Emory University’s Conflict of Interest policies ([http://www.coi.emory.edu/](http://www.coi.emory.edu/)).

**Brand Use**
The Simulation Program should be referred to as the NHWSN Simulation Program at ENLC. The name should be included on any content that has originated from the Simulation Program. This is to include but is not limited to documents, pictures, videos, presentations and/or publications.

NHWSN branding standards may be found in the [Brand Standards, Visual Identity, Trademarks and Licensing Policy](http://www.coi.emory.edu/) for Emory University.
About the Facilities

The Simulation Program at the Emory Nursing Learning Center in Decatur, GA is a $20.6M expansion that includes state-of-the-art simulation and skills labs that provide experiential and immersive learning for students, faculty, and Emory Health Care nurses. The simulation spaces, approximately 28,050 square feet are located on the Terrace Level and Second Floor and described in the table below.

### Terrace Level

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T19 Hi-Fi 1</td>
<td>High Fidelity Simulation Suite (Flexible) with Control Room</td>
</tr>
<tr>
<td>T22 Hi-Fi 2</td>
<td>High Fidelity Simulation Suite (Flexible) with Control Room</td>
</tr>
<tr>
<td>T21 Hi-Fi 3</td>
<td>High Fidelity Simulation Suite (Flexible) with Control Room</td>
</tr>
<tr>
<td>T17 Hi-Fi 4</td>
<td>Labor and Delivery Suite with Control Room</td>
</tr>
<tr>
<td>T15 Hi-Fi 5</td>
<td>Operating Room with Scrub Sink and Control Room</td>
</tr>
<tr>
<td>T25</td>
<td>Medication Room</td>
</tr>
<tr>
<td>T68 Skills Lab 1: The Vault</td>
<td>8 Beds/Stretchers with Table and Seating with Control Room Room divides in half</td>
</tr>
<tr>
<td>T37 Skills Lab 2</td>
<td>6 Beds/Stretchers with Table and Seating</td>
</tr>
<tr>
<td>T36 Skills Lab 3</td>
<td>6 Beds/Stretchers with Table and Seating</td>
</tr>
<tr>
<td>T34 Skills Lab 4</td>
<td>6 Beds/Stretchers with Table and Seating</td>
</tr>
<tr>
<td>T11 Skills Lab 5</td>
<td>4 Bays plus Classroom for 20-24</td>
</tr>
<tr>
<td>T39 Briefing Room 1</td>
<td>Located in the Clinic</td>
</tr>
<tr>
<td>T41 Briefing Room 2</td>
<td>Located in the Clinic</td>
</tr>
<tr>
<td>T44 Briefing Room 3</td>
<td>Located in the Clinic</td>
</tr>
<tr>
<td>T07 Briefing Room 4</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>T08 Briefing Room 5</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>T09 Briefing Room 6</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>T10 Briefing Room 7</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>T42 Exam Room 1</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>T43 Exam Room 2</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>T45 Exam Room 3</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>T46 Exam Room 4</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>T48 Exam Room 5</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>T49 Exam Room 6</td>
<td>Located in the Hi-Fi Pod</td>
</tr>
<tr>
<td>Nurses Station</td>
<td>Multi-Seat Observation and Simulation Capture</td>
</tr>
<tr>
<td>T51 Exam Room 7</td>
<td></td>
</tr>
</tbody>
</table>
T50 Exam Room 8
T52 Exam Room 9
T54 Exam Room 10
T55 Exam Room 11
T56 Exam Room 12
Point of Care Testing Area
T61 Observation  Multi-Seat Observation and Simulation Capture
T62 SP Prep  Standardized Patient Prep
T63 Lounge  Staff/Faculty/SP Lounge

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>217 Home Lab 2</td>
<td>Living Area with Couch, Kitchen with Table, Refrigerator, Cooktop/Oven, Microwave, W/D, Flat Screen for Telehealth Visits and Remote Monitoring with Control Room</td>
</tr>
<tr>
<td>219 Home Lab 1</td>
<td>Bedroom/3-Piece Bathroom with Control Room</td>
</tr>
<tr>
<td>220 Briefing Room 8</td>
<td></td>
</tr>
<tr>
<td>231 Innovation Hub</td>
<td></td>
</tr>
<tr>
<td>266</td>
<td>EHC Office</td>
</tr>
<tr>
<td>267</td>
<td>Telehealth Office</td>
</tr>
<tr>
<td>270 Skills Lab 6</td>
<td>6 Beds/Stretchers with Table and Seating</td>
</tr>
<tr>
<td>210</td>
<td>Classroom seating 40-50 (flexible set-up)</td>
</tr>
<tr>
<td>215</td>
<td>Classroom seating 40-50 (flexible set-up)</td>
</tr>
<tr>
<td>225</td>
<td>Classroom seating 155 (set-up for active learning)</td>
</tr>
</tbody>
</table>

There are student lockers and faculty lockers. Faculty lockers are in the Lounge and Flex Offices on second floor. Student lockers are also on the second floor – different location. Students and faculty can set their own code for the day for all lockers (no lock needed). If a locker code is forgotten, submit an operations ticket at [https://emory.tikkit.us/login](https://emory.tikkit.us/login)

**Location and Parking**
The Simulation Program at ENLC is located at 250 E. Ponce de Leon Ave. in Decatur, GA.
Students are responsible for their transportation. Ample parking is available. There are several entrances to the parking deck - two off N. Candler, one off Commerce, and one off E. Ponce. An Emory University ID badge is required to enter and exit the parking deck. There is a shuttle between main campus and the ENLC and shuttle information can be found at https://www.emorytransloc.com.

**Hours of Operation**
The Simulation Program is accessible 6:30AM to 7:00PM with an Emory University ID badge.

**Requesting Tours**
Tours may be requested at Tour Request Form

**Nondiscrimination Statement (August 2019)**
Emory University does not discriminate against individuals on the basis of race, color, religion, ethnic or national origin, sex, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, or veteran's status, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, as amended, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other applicable statutes and university policies. Emory University prohibits sexual and gender-based harassment, including sexual assault, and other forms of interpersonal violence.

Information regarding Emory University’s Office of Equity and Inclusion, the university office that ensures compliance with this Notice and applicable policies, can be found here and here.

• For inquiries regarding Emory University’s non-discrimination policies, please contact: Vice Provost for Equity and Inclusion oei@emory.edu 404-727-9867
• For inquiries regarding Emory University’s Title IX policies and compliance, please contact: University Title IX Coordinator titleix@emory.edu 404-727-4079 or 404-727-4717
• For inquiries to the University regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations, please contact: ADA Compliance Officer/Director, Office of Accessibility Services accessibility@emory.edu or oas_employee@emory.edu 404-727-7053

Complaints of discrimination, harassment, and retaliation may be directed to the Office of Equity and Inclusion at oei@emory.edu. Complaint procedures set forth in the Emory University Equal Opportunity and Discriminatory Harassment Policy may be found here. Complaints involving sexual harassment and discrimination may be made to the University Title IX Coordinator at titleix@emory.edu. Complaint procedures may be found here. Complaints may also be filed with the Department of Education Office for Civil Rights, Equal Employment Opportunity Commission, and the Georgia Department of Labor.
Simulation Terminology
A copy of the Healthcare Simulation Dictionary, 2nd Edition (2.1) (September 2020) may be found at the following link https://www.ssih.org/dictionary

Administrative Information

## Simulation Team Personnel and Contact Tree

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laika Steiger, MBA, FACHE</td>
<td>Executive Director, ENLC</td>
<td><a href="mailto:laika.steiger@emory.edu">laika.steiger@emory.edu</a></td>
</tr>
<tr>
<td>Vacant</td>
<td>Operations Director</td>
<td></td>
</tr>
<tr>
<td>Kim Fugate, CHSE, CHSOS</td>
<td>Senior Simulation Operations Specialist</td>
<td><a href="mailto:kim.fugate@emory.edu">kim.fugate@emory.edu</a></td>
</tr>
<tr>
<td>Sandra Rosedale, MSN, RN, CHSE</td>
<td>Simulation Nurse Educator</td>
<td><a href="mailto:sandra.anne.roosedale@emory.edu">sandra.anne.roosedale@emory.edu</a></td>
</tr>
<tr>
<td>Valencia King</td>
<td>Operations Specialist</td>
<td><a href="mailto:valencia.antoinette.king@emory.edu">valencia.antoinette.king@emory.edu</a></td>
</tr>
<tr>
<td>Kevin Paproski</td>
<td>Senior Simulation Technician</td>
<td><a href="mailto:Kevin.paproski@emory.edu">Kevin.paproski@emory.edu</a></td>
</tr>
<tr>
<td>Charlena Adams</td>
<td>Simulation Technician</td>
<td><a href="mailto:charlena.green@emoryhealthcare.org">charlena.green@emoryhealthcare.org</a></td>
</tr>
<tr>
<td>Charita Gooden</td>
<td>Simulation Technician</td>
<td><a href="mailto:charita.gooden@emoryhealthcare.org">charita.gooden@emoryhealthcare.org</a></td>
</tr>
<tr>
<td>Vanity Moore</td>
<td>Simulation Technician</td>
<td><a href="mailto:vanity.moore@emory.edu">vanity.moore@emory.edu</a></td>
</tr>
<tr>
<td>Beth Ann Swan, PhD, RN, FAAN, FNAP</td>
<td>Evans Professor for Simulation and Innovation</td>
<td><a href="mailto:beth.ann.swan@emory.edu">beth.ann.swan@emory.edu</a></td>
</tr>
</tbody>
</table>
Simulation Program User Agreement

As a student at the NHWSN Simulation Program at ENLC, I agree to adhere to the guidelines described in this manual and to any directions provided by faculty or staff members. Specifically,

- I agree to regard the simulation center as a clinical space.
- I agree to treat all persons encountered with respect and professionalism.
- I agree to maintain confidentiality of any peer or patient information and to report any violation of confidentiality to a faculty or staff member.
- I agree to adhere to the dress code as described in the Student Handbook.
- I understand that there are cameras throughout the simulation space at ENLC and that while these cameras are always on, viewing access is limited to a “need-to-know” basis, similar to medical records access in the clinical environment.
- I agree to be recorded during simulations and understand that only faculty and appropriately authorized personnel will have access to review videos as part of the normal academic process.

Signature _______________________________________________________

Printed name ____________________________________________________

Program ________________________________________________________

Date ___________________________________________________________

If there is anything we need to know to make sure that you have a positive learning experience in the lab spaces, please let us know here:

User Information

User Rights and Responsibilities

All students, faculty, and staff must adhere to the guidelines outlined in this manual. The facilities are learning environments and should be regarded as clinical spaces. No food or drink, no pens or sharpies are allowed in any of the designated simulation spaces.

Since the Simulation Program is regarded as clinical space, students will adhere to the NWHSN clinical area policy for attendance, dress, and professionalism. Adherence to the dress code as described in the NHWSN Student Handbook is required to participate in any activity in the Simulation Program.

In accordance with the University’s bylaws, the responsibility of designing the academic and professional codes of conduct for its students’ rests with each School. Policies related to student conduct in the School of Nursing are Code of Student Conduct and Code of Professional Conduct (nonacademic conduct). Please refer to the NHWSN Student Handbook for more information about both Codes of Conduct.

Students must wear appropriate identification while in the Simulation Program.
The School of Nursing Code of Ethics may be found in the NHWSN Student Handbook.

The Healthcare Simulationist Code of Ethics (SSH, 2018) may be found at the following link https://www.ssih.org/SSH-Resources/Code-of-Ethics.

All users of the facilities should treat each other, the spaces, and equipment with respect and should act in a manner that does not disturb academic activities occurring in other areas. No user shall infringe upon the privacy, rights, privileges, health, or safety of other users.

To preserve the realism of simulated case scenarios and to provide an equitable learning experience for each student, all users are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students agree to report any violations to a faculty or staff member as soon as possible.

**Learner Orientation**
Simulation team members provide students and faculty hands-on orientation of policies, location of exits, restrooms, manikins, rooms, equipment, and supplies prior to their first simulation session.

Faculty are responsible to prepare students on the following:
1. Logistical details: schedule of day including arrival, break, and end time
2. Simulation expectations for their course
3. General learning objectives during the simulation
4. Confidentiality of participants
5. Simulation strengths and weaknesses
6. Realism concerns
7. Ground rules to maintain a psychologically safe, noncompetitive environment
8. Background information and roles for the simulation experience

**Personal Items**
Personal belongings found in the facilities following an educational experience will be taken to the designated simulation program point of contact. Faculty and simulation team members are not accountable for personal items that are left in simulation spaces.

**Computer and Cell Phone Policy**
Technology in the learning environment should be used for learning and not social or work-related purposes.

- Computers may be used for note taking purposes in the classroom.
- Cell phones and other devices must remain on silent or vibrate when in the classroom, simulation, and clinical learning environment.
- Cell phone use is strictly prohibited in the simulation and clinical learning environments for any activities other than to look up information related to care management; or for nurse practitioner, nurse midwife, or nurse anesthesia students, to have direct communication with the faculty, preceptor, and/or supervisor.
• In debriefing room, cell phones and computers are strictly prohibited (cell phones placed in a designated area).

If you anticipate the need to be contacted via your cell phone during a specific class, please speak with the course faculty prior to the start of class.

Civility
The NHWSN community thrives on and is strengthened by respect for all persons and diverse perspectives. Any form of incivility, defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of our community, is unacceptable. This includes all forms of disrespect or disregard for instruction, the faculty, the staff, or a fellow student.

Examples of uncivil behaviors include but are not limited to:
• Use of electronic devices, such as mobile phones, laptop computers, and tablets in clinical or classroom settings for reasons not related to current learning activities,
• Arriving late to classes, clinical rotations, or other agreed upon commitments,
• Use of disrespectful or unprofessional language or behavior when interacting with faculty, staff, peers, patients, or others, including via email. Profanity and other disrespectful language will not be tolerated and will result in a Professional Code of Conduct violation and Honor Council review.
• Participation in distracting, private conversations during learning activities.

Faculty have a range of options at their discretion to address cases of incivility, including the deduction of course points; asking an offending student(s) to leave the classroom, simulation/laboratory, or clinical site; and reporting the incident as a Professional Code of Conduct violation.

Disruptive Behavior
In the event a student, faculty, or staff member is deemed to be disruptive to the Simulation Program’s safe learning environment or acts in an unprofessional way towards other students, faculty, or staff a verbal warning may be issued to the individual(s). During this warning, the participant will be notified of concerns about their behavior. This warning may be given by the Executive Director, Operations Director, or faculty member as applicable.

If the disruptive behavior continues, the following action will be taken:
• Discuss the disruptive behavior with the student, faculty, and/or staff member,
• Remove the individual(s) from the Simulation Program at ENLC,
• Document the incident via email to the individual, faculty, Executive Director, Operations Director, and individual’s supervisor.

If a pattern of disruptive behavior is identified, the Simulation Program reserves the right to escalate concerns per the Code of Conduct Policy.
Human Simulation Education
Faculty request human simulation learning experiences through Clinical Skills USA.

Pre-Planning Meetings
Pre-planning meetings are organized with faculty and clinical instructors once the Simulation Operations Specialist sends schedule confirmations. The assigned Simulation Nurse Educator or Simulation Technician is responsible for scheduling the pre-planning meeting to discuss room set-up and required supplies and equipment. The Simulation Nurse Educator and Simulation Technician are responsible for checking inventory for the required supplies and equipment and will inform the Senior Simulation Operations Specialist (immediately following the pre-planning meeting) of any supplies and equipment that need to be ordered. This must be done three weeks prior to the simulation event to ensure availability of supplies and equipment for the event. The Senior Simulation Operations Specialist is accountable for ordering the required supplies and equipment.

Ordering specialty equipment requires at least a three-week lead time and supplies require at least a two-week lead time to ensure an adequate amount of time to obtain supplies and equipment from vendors. Late requests create the risk of staff not being able to fulfill the request.

Following the pre-planning meeting, if faculty and clinical instructors require additional and/or different supplies and equipment, this information is shared with the Senior Simulation Operations Specialist. This additional information is added to the room set-up sheet.

Environmental, Physical, and Psychological Safety
The emotional well-being of participants is a principal concern. Policies such as confidentiality are in place to assure participants their privacy. Orientation is provided during the learners’ first simulation event to introduce learners to the simulation environment. Simulation staff, faculty, and clinical instructors monitor learners’ responses (i.e. emotional, physical stress/distress) to the simulation experience. In the event a learner experiences stress/distress, a faculty or clinical instructor will discretely accompany the learner from the simulation event to a private space for debriefing.

Psychological Safety
If at any time before or during a simulation event a student, faculty, or simulation staff member feels the activity is lacking psychological safety that person may raise their hand to prevent or stop the simulation activity. If faculty determines the scenario is compromising a learner’s psychological safety, the simulation should cease immediately. If the psychological concern leads to further issues, the faculty will refer the learner to Student Support Services. Staff or faculty must disclose to the student that these options are available upon orienting to the simulation lab.

Latex Allergies
All users should be aware that some supplies and equipment may contain latex. Those with a known sensitivity/allergy to latex need to let faculty and simulation staff members know so that proper precautions can be taken, including the use of latex free gloves. All users who suffer from latex allergies should take precautions while using or handling latex by wearing non-latex gloves. Suspected allergies should also be reported as soon as they are apparent.
**Injuries**

In the event of a needle stick or any other injury, a faculty member should be notified immediately so first aid can be provided. If any liquid or other material enters a person’s eye, the eye should immediately be rinsed out with water and a faculty member notified. A first aid kit is in the simulation program at all locations.

Once the injury is stabilized, the Operations Director is informed, and the policy in the Student Handbook is followed.

**Safety and Emergencies**

*Medical Emergency*

During a medical emergency, employees should provide basic BLS or First Aid Care and call 911 to obtain emergency medical providers if needed.

*Simulation equipment should never be utilized for the care of an actual medical emergency.*

Supplies are intended for practice and use on simulators only. Supplies stocked for the Simulation Program do not undergo the same quality and sterility processes as supplies stocked by hospitals. Supplies should never be used on a live person.

The Simulation Program has functional AEDs throughout the simulation spaces.

*Non-Medical Emergency*

All simulation team members, students, and faculty participating in simulation-based learning should ensure that the environment is secure and safe. The Simulation Program has signs posting emergency exit locations. In case of a fire, all persons are expected to evacuate the building. Security needs to be notified immediately.

The Simulation Program follows Emory University policies for non-medical emergencies. Simulation staff, students, and faculty should call 911 in the event of any medical emergency.

*Severe Weather*

The Simulation Program follows Emory University Severe Weather Policy in the event of inclement weather or a declared weather emergency.

*Infection Control*

Participants in simulation-based learning experiences need to abide by universal or other posted precautions (contact, droplet, airborne). Any piece of equipment that comes in contact with simulated body fluids is considered contaminated and needs to be handled appropriately. Gloves and other personal protective equipment should be worn as appropriate and disposed of in non-biohazard trash cans after use.
Faculty Simulation Survey
Faculty feedback is important to us. To support our efforts to give you and your students the best simulation-based learning experience, we are committed to rapid cycle change for continuous improvement of our simulation events.

Please take your responsibility for evaluation to improve our simulation events seriously. Constructive feedback drives change. We want to know. As our faculty, you are in a position to provide informed and useful feedback. If there is a particular issue, please do not hesitate to identify it and pose a possible solution. Evaluations are electronic and we have appropriate safeguards for confidentiality. The Faculty Simulation Survey is included as Appendix B.

Data from faculty evaluations are provided to the simulation team. Survey data is used to make decisions about simulation event improvement. Our performance metrics are:

- 90% of faculty report overall simulation experience as excellent or outstanding
- 90% of faculty report quality of pre-planning meeting met or exceeded expectations
- 90% of faculty report rooms, equipment, and supplies ready when you arrived met or exceeded expectations
- 95% of faculty report staff attentive to your session met or exceeded expectations
- 95% of faculty report staff handled problems promptly and efficiently met or exceeded expectations
Policies and Procedures

POLICY NAME: Confidentiality Procedures
POLICY NUMBER: 01.01.2021
EFFECTIVE DATE: 04.15.2021
APPROVAL DATE: 04.15.2021
RESPONSIBLE PARTY: Simulation Program at ENLC
REVISION DATE: 06.15.2023
NEXT REVIEW DATE: 06.15.2024
APPLIES TO: Users of the Simulation Program at ENLC

I. PURPOSE
   It shall be the intent of this policy to provide information and guidance regarding confidentiality, recordings, and simulation program adherence to FERPA laws.

II. POLICY
   To outline the process by which learners of the Simulation Program are:
   A. Informed that they are recorded for all simulation activities and exams, and the process by which learners give written consent to potentially use those confidential recorded materials for educational purposes: research and quality improvement practices.
   B. Educated regarding the strict confidentiality of all activities in the simulation program
   C. Informed of the staff’s adherence to the FERPA laws.

III. DEFINITIONS
   A. CAE LearningSpace is a clinical simulation management platform that includes viewing and recording software that captures team training and individual simulation practice events for review, debrief and assessment.
   B. Recorded Materials are any motion picture or still photography in any format, as well as videotape, video disc, and any other mechanical means of recording and reproducing images.

IV. ATTACHMENTS
   A. Confidentiality Agreement
   B. Honor Code
   C. Recording Consent Form

V. REVIEWERS/STAKEHOLDERS
   A. ENLC Executive Director
   B. Operations Director, Simulation Program
   C. Evans Endowed Distinguished Professor in Simulation and Innovation

VI. APPROVALS
   A. ENLC Executive Director
   B. Operations Director, Simulation Program
   C. Evans Endowed Distinguished Professor in Simulation and Innovation

The Simulation Program at ENLC reserves the right to make exceptions, modify or eliminate this policy and/or its content.
I. PURPOSE
To outline the measures taken at the Simulation Program to ensure the psychological and physical safety of our learners, staff, facilitators, and any other Simulation Program users.

II. POLICY
A. Protection of psychological safety
   1. Learners’ psychological safety is protected by adherence to confidentiality and learner respect.
   2. After emotionally intense cases, students may demonstrate emotional distress. When identified, these students are encouraged to contact the staff and/or the counseling center at the NHWSN Emory campus. If psychological assistance is needed beyond the scope they can provide, learners are encouraged to reach out to Emory University’s Counseling and Psychological Services (CAPS).

B. Protection of physical safety
   1. Facilitators are educated and expected to follow the OSHA information for sharps safety found at: https://www.osha.gov/law-regs.html.
   2. Although the Simulation Program does not use biological or pharmacological agents as part of simulation activities, learners are expected to use appropriate personal protective equipment.
   3. Learners are instructed regarding appropriate personal attire such as closed-toed shoes to avoid drop injuries.
   4. Prior to sessions, the simulation space is evaluated by a simulation team member to assess for any spilled fluids, gels, or other potential hazards to the learners.
   5. Learners are supervised by faculty/clinical instructors to directly guide and instruct them to utilize optimal safety techniques.
   6. Injuries to learners, facilitators, and staff are handled according to the incident reporting process through Student Health Services Campus Life form or Incident Injury or Pathogen Report Form NHWSN (for students or Emory employees).

III. REVIEWERS/STAKEHOLDERS
A. ENLC Executive Director
B. Operations Director, Simulation Program
C. Evans Endowed Distinguished Professor in Simulation and Innovation

IV. APPROVALS
A. ENLC Executive Director
B. Operations Director, Simulation Program
C. Evans Endowed Distinguished Professor in Simulation and Innovation

The Simulation Program at ENLC reserves the right to make exceptions, modify or eliminate this policy and/or its content.
POLICY NAME: Separation of Simulation and Actual Patient Care Materials Labeling of Equipment  
“For Simulation Use Only”

POLICY NUMBER: 01.03.2021

EFFECTIVE DATE: 04.15.2021

APPROVAL DATE: 04.15.2021

RESPONSIBLE PARTY: Simulation Program at ENLC

REVISION DATE: 06.15.2023

APPLIES TO: Simulation Program at ENLC

NEXT REVIEW DATE: 06.15.2024

I. PURPOSE
All equipment and supplies used by the Simulation Program shall be for simulation use only. This policy ensures that a distinction between simulated and actual clinical equipment is clear.

II. POLICY
To provide information and guidance regarding guidelines for labeling equipment and supplies that are used for simulation use only since the Simulation Program is a stand-alone location outside of a hospital facility, this helps ensure that cross over between simulation equipment and clinical equipment will not occur.

III. PROCEDURE
A. All incoming equipment shall first be inspected by simulation personnel.
B. It is understood and explained to all learners that all hard goods, such as defibrillators, endotracheal tubes, ventilators etc. in the Simulation Program at are not allowed to leave the physical facility and are “For Simulation Use Only.” Simulation equipment capabilities, such as defibrillators utilizing full energy, shall be fully explained to all learners.
C. The Senior Simulation Operations Specialist shall ensure any purchased simulated medication or adjunctive therapy, such as intravenous fluids and blood products, shall be labeled with any of the following:
   1) For Simulation Use Only
   2) Not for Clinical Use
   3) Not for Patient Care
D. Any donated supplies by partners or external hospitals shall be examined. Any real medications, whether expired or not, shall be disposed of appropriately according to local avenues available (for example, local pharmacies, police stations etc.).
E. Donated equipment may be in new/refurbished/expired condition, or previously utilized in a hospital simulation setting. Equipment that has been used clinically shall be accepted in the Simulation Program after full sterilization as per hospital protocol and shall not be returned to the clinical setting. All donated supplies including medications from partner or external hospitals shall be labeled “For Simulation use Only.” Any equipment/supplies located outside of the storage areas must be labeled as this is considered “in use.”
F. Before learners begin simulation activities, they will be reminded that all equipment and simulated medications are not for personal or hospital use.
IV. REVIEWERS/STAKEHOLDERS
A. ENLC Executive Director
B. Operations Director, Simulation Program
C. Evans Endowed Distinguished Professor in Simulation and Innovation

V. APPROVALS
A. ENLC Executive Director
B. Operations Director, Simulation Program
C. Evans Endowed Distinguished Professor in Simulation and Innovation

*The Simulation Program ENLC reserves the right to make exceptions, modify or eliminate this policy and/or its content.*
I. PURPOSE
To provide information about the organization and inventory of supplies.

II. POLICY
A. Simulation team members are responsible for the organization and maintenance of supplies and equipment at the Simulation Program. There will be clear labeling of supplies with an understanding by the simulation team as to where items are stored.

B. It is the responsibility of simulation team members to track the current supply of consumables, and to order replacements as necessary in a timely fashion. Simulation team members will further assess the condition of non-consumable goods on a regular basis and make recommendations to the Senior Simulation operations Specialist regarding the need for repair and/or replacement.

III. PROCEDURE
A. The organization of the storage rooms is currently as follows:

- T6
  - Manikins
  - General Supplies

- T11 – Skills Lab 5
  - HEENT Skills supplies
  - Instruments
  - Splinting

- T12
  - Procedural Kits

- T14
  - Operating Room Supplies and Equipment

- T25 – Large Med Room
  - General Medication Stock
  - IV Fluids

- T40
  - Perfusion Supplies and Equipment

- T58
- Women’s Health and Gender related supplies

- 270A - Skills Lab 6
  - Task Trainers
    - Urinary Trainers (male/female)
    - Lumbar Puncture
    - Central Line
    - CPR Trainers

- 216
  - Mobility Equipment
  - Simulator replacement parts
  - Simulator cases

B. Within the categories, items shall be stored in groups within labeled bins and totes indicating the task/session/activity for which they are used.

IV. REVIEWERS/STAKEHOLDERS
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   B. Operations Director, Simulation Program
   C. Evans Endowed Distinguished Professor in Simulation and Innovation

V. APPROVALS
   A. ENLC Executive Director
   B. Operations Director, Simulation Program
   C. Evans Endowed Distinguished Professor in Simulation and Innovation

The Simulation Program at ENLC reserves the right to make exceptions, modify or eliminate this policy and/or its content.
I. PURPOSE
It is the intent of this policy to provide information and guidance regarding maintenance procedures of all equipment and supplies. Maintenance of equipment may be daily or as needed based on usage. Vendor and company warranties are also considered here.

II. POLICY
A. Simulation team members are responsible for maintenance of equipment and supplies at the Simulation Program.

III. DEFINITIONS
A. Supplies can include but are not limited to any materials used during simulation that are not categorized under equipment.
B. Equipment refers to any technology-based item.

IV. PROCEDURE
A. The assigned simulation team member completes a visual check of all simulation rooms at the end of the workday.
B. The following tasks are completed if necessary:
   1. Review all manikins and all rooms
   2. Clean skin using alcohol wipes and/or adhesive remover, and lightly powder
   3. Return rooms to ready status
   4. Turn off all electronics including; laptop, TV, Patient Monitor, SimPad, manikiins etc.
   5. Change linen
   6. Fill gloves dispenser
   7. Return all airway equipment to headwall
   8. Ensure Medical Air & Oxygen are turned off
   9. Ensure refill of additional gloves, towels, washcloths, sheets, blankets, hospital gowns, and adhesive remover
C. LifePak 20 Defibrillator:
   1. Ensure that defibrillator is plugged in and green light is on
   2. Hang defibrillator cables, untangled, ready for use, on crash cart
D. Skills Lab Rooms:
   1. Empty all fluids (as applicable), clean, and return task trainers to storage room
2. Wipe down all tables
3. Wipe off all white boards
4. Arrange all tables to original positions or as needed for next activity

E. Troubleshooting and Repairs: troubleshoot and perform repairs based on level of training and according to individual manuals. If necessary, contact manufacturers for technical support.

F. Technical Support Information:

Laerdal Medical Corporation
167 Myers Corners Road
Wappinger Falls, NY 12590
1-800-648-1851 - request Tech Support

Gaumard
14700 SW 136 Street
Miami, FL 33196-5691
1-800-882-6655

Diagnostic Equipment Calibrating & LifePaks
BioMedical Solutions, Inc. 318 W Wright Ave
Shepherd, MI 48883
(989)560-1595
www.biomedguys.com www.biomedicalsolutions.com

G. Inventory Control Procedures

The Senior Simulation Operations Specialist will: 1) be aware of the levels of supplies and ensure that replacements are ordered promptly, in the event of unexpected depletion, 2) as supplies are donated, placed in appropriate location to be sorted by the Senior Simulation Technician, and 3) using the data gathered, research any necessary items and order all equipment and/or supplies required.

Supplier Information:
DiaMedical
7013 Orchard Lake Rd Suite # 110
West Bloomfield Township, MI 48322

SimuLab
13001 48th Avenue S.
Seattle, WA 98168
Cardionics
910 Bay Star Blvd.
Webster, Texas 77598

Surgical Science
Sweden AB Drakegatan 7 A, 3 tr.
412 50 Göteborg, Sweden

Nasco Life-Form
P.O. Box 1289
16 Simulaids Drive
Saugerties, NY 12477

Limbs & Things
P.O. Box 15669
Savannah, GA 31416

Pocket Nurse 610 Frankfort Rd
Monaca, PA 15061-2218

Grays Bone and Joint 14633 Lincoln Lake Rd NE
Gowen, MI 49326

H. Receiving Inventory
When inventory arrives, simulation team members will 1) ensure that the order is
complete and undamaged, 2) note and report any shortages or damages, 3) sign the
invoices, indicating receipt of the items, 4) unpack and place the items in their
appropriate storage locations, 5) record the order’s arrival.

Any person other than the Senior Simulation Technician signing for goods received
will advise the Senior Simulation Operations Specialist.

A list of mannikins can be found here.
A list of equipment and assets can be found here.

Use of Equipment
To assist in the longevity of equipment, equipment shall be used only as designed. If there are any
questions regarding the proper use of a piece of equipment, staff should be consulted. Misuse of
equipment shall be reported to a faculty or staff member.

Faculty and clinical instructors teaching in the Simulation Program shall complete an orientation
prior to starting with any course that utilizes the Simulation Program.
Simulators
Simulators shall be used with respect and treated as if they were living patients. Disrespecting or manipulating a human simulator inappropriately shall not be tolerated. Students shall practice proper hand hygiene and gloving when interacting with simulators.

Simulators shall not be removed from beds. If a simulator must be moved contact a simulation team member for assistance. When moving simulators, proper body mechanics shall be enforced to avoid injury to self or damage to equipment.

Cautions
Betadine, ink, oil-based makeup, sharpies, ink pens, and other solutions may permanently stain the simulators skin and shall not be used in proximity to any human simulator. Any end user shall contact a simulation team member before attempt to clean/wipe any of the simulators skin. Special cleaning products are available upon request.

Equipment Damage
Preventative maintenance shall be routinely conducted on all equipment and simulators. If a piece of equipment is found to not function properly, a simulation team member shall be notified immediately and the equipment removed from use. The simulation team will make every effort to repair or replace the equipment for the simulation experience in progress.

Supplies needed for simulation-based learning experience will be provided as requested by faculty. Clinical equipment, such as stethoscopes and calculators, will not be provided. Should supplies run low, a simulation team member should be notified. Supplies will be returned to the same location and in the same condition in which they were received whenever possible. Some supplies may be reusable and will be restocked when not in use. Needles/sharps are never to be reused and should be disposed of in sharps containers.

Laundry will be delivered and picked up every other week. Additional deliveries and pick-ups may be arranged on an ad hoc basis.

Clean-Up
Clean-up will be completed by the simulation team. Simulation team members will assist and aid with the supplies that need to be re-stocked or stored in other areas. All empty packaging and trash shall be placed in the appropriate receptacles.

Porter services (through building management) will clean the floors and countertops each evening. They will not clean medical equipment or simulators, as this is the responsibility of the simulation team.

Beds and stretchers should be set at the lowest height position after each use. Side rails should be raised on beds that contain patient simulators. Linens should be properly placed back on the beds and simulators after each use (The patient simulator will be dressed in a patient gown. Each bed will have a fitted sheet of appropriate size, a draw sheet, a flat sheet, and one pillow in a pillowcase).
Soiled linens should be placed in a laundry hamper. When the hamper bag becomes full, a simulation team member will place the full bag in the soiled laundry bin and a new bag placed in the hamper.

V. REVIEWERS/STAKEHOLDERS
   A. ENLC Executive Director
   B. Operations Director, Simulation Program
   C. Evans Endowed Distinguished Professor in Simulation and Innovation

VI. APPROVALS
   A. ENLC Executive Director
   B. Operations Director, Simulation Program
   C. Evans Endowed Distinguished Professor in Simulation and Innovation

The Simulation Program @ ENLC reserves the right to make exceptions, modify or eliminate this policy and/or its content.
I. PURPOSE
To provide information and guidance regarding how the simulation program records video, maintains security of video records and data confidentiality, video distribution, video destruction and video access.

II. POLICY
A. Most areas in the Simulation Program have the capability of displaying a variety of media and have multiple cameras which can record activity in the rooms. The recording equipment should not be used unless proper training has been provided and permission has been obtained.
B. Videos will be stored on a secure server for review. As with other data captured during simulations, video recordings are confidential and will only be released to faculty or individuals with authorized access. Videos are stored securely and only released to individuals with authorization to access the student record.
C. The Operations Director and/or Senior Simulation Operations Specialist in collaboration with AV/IT team have the responsibility of ensuring secure storage of video recordings and maintaining a log of video files.
D. Recordings are for educational purposes and debriefing opportunities with appropriate faculty, staff, and students. The required user agreement signed by students protects privacy and discourages inappropriate discussion of video contents or student performance during an on-campus clinical experience.
E. Any viewing or publication of recorded material outside of the Simulation Program, such as posting on social media, is unacceptable and unethical and will result in disciplinary action.
F. Photography and digital recordings by participants are prohibited during any simulation event unless permission has been granted in advance.
G. The Simulation Program reserves the right to retain and use video recordings and media for purposes including but not limited to, education, research, clinical care public relations, marketing, and/or fundraising.
H. It is the position of the NHWSN that video recordings are not part of the academic record of significance for assessment and grading purposes. Rather, the scoring metrics are the definitive assessment of student performance during simulation. Videos are used to verify the accuracy of scoring metrics used during simulation and for quality assurance purposes.
I. It is the position of the NHWSN that videos do not need to be retained for the same duration as required for official records of student performance in an academic program. However, retention of participant videos depends on the purpose of the simulation and its specific role in formative versus summative evaluation.
J. For the purposes of simulation capture recording and retention, the following should be considered the minimum time a recording will be retained. Simulation capture may be retained longer than defined below if they are archived and stored in a secure manner.

1. Recordings acquired for summative evaluation of students: standardized patients or faculty complete a scoring metric during or after the simulated encounter. Detailed scores are securely kept indefinitely in the online database as a portion of the academic record. Scores are provided to academic programs for grading and promotion decisions. Unless otherwise specified by the academic program, it is policy to securely retain simulation capture records for one year after completion of the educational exercise.

2. Recordings acquired for formative evaluation of student performance: These activities are typically instructional activities that do not substantially contribute to a learner grade. Standardized patients or faculty may or may not complete a scoring metric during or after the simulated encounter, however, this metric is typically used to provide feedback to learners to promote learning rather than grading decisions. It is policy to securely retain simulation capture records for one year after completion of the educational program.

3. Recordings used to promote quality improvement: These include simulation captures as part of case development, piloting, or training. Additionally, these cases may include actual student encounters, but used in a secure and appropriate manner to calibrate simulation performance, demonstrate rater-reliability, and enhance the overall quality standards of the simulation program. It is policy to securely retain records for one year after completion of the educational program. However, records approved for future training purposes may be retained indefinitely to meet future training needs.

4. Recordings acquired for research: Recordings acquired for approved research purposes will be released to the Principal Investigator (PI). Recordings will be retained by the Simulation Program per the specifications of the approved research study. Once the PI or research team has custody of the recordings, the Simulation Program no longer assumes responsibility for their secure storage or retention. Unless otherwise noted by the research protocol, the Simulation Program will retain server simulation capture for one year after the simulation.

5. Recordings may not be retained for an unspecified period of time.

III. PROCEDURE

A. All materials shall be recorded using current audiovisual software.

B. Learner access to recording software is password protected. Learners shall only be permitted to view the simulations/scenarios in which they participated, unless preapproved by their peers as a method of gaining experience due to an absence during a course.

C. Once the video is downloaded and provided to a learner or requesting party, the Simulation Program assumes no liability for the ongoing security, content maintenance and distribution of the recordings. Those responsibilities shall be transferred to the requesting party.
D. Learners from external contractors and institutions, will be notified prior to a learning event that video recordings may be distributed to their respective institutions.

IV. REVIEWERS/STAKEHOLDERS
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C. Evans Endowed Distinguished Professor in Simulation and Innovation

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The Simulation Program at ENLC reserves the right to make exceptions, modify or eliminate this policy and/or its content.
POLICY NAME: Data Retention

POLICY NUMBER: 01.06.2021

EFFECTIVE DATE: 04.15.2021

APPROVAL DATE: 04.15.2021

RESPONSIBLE PARTY: Simulation Program at ENLC

REVISION DATE: 06.15.2023

NEXT REVIEW DATE: 08.01.2023

I. PURPOSE
To provide information regarding the Simulation Program guidelines for record retention and the repositories for maintenance and retention.

II. POLICY
The Simulation Program is committed to confidential control and retention of records for the protection of the learners, staff, faculty, and educators. The Simulation Program is also committed to protecting confidentiality of the learners. Please also refer to the Video Recording and Maintenance Policy.

A. The Simulation Program reserves the right to retain and use video recordings and media for purposes including but not limited to, education, research, clinical care, public relations, marketing, and/or fundraising.

B. It is the position of the NHWSN that video recordings are not part of the academic record of significance for assessment and grading purposes. Rather, the scoring metrics are the definitive assessment of student performance during simulation. Videos are used to verify the accuracy of scoring metrics used during simulation and for quality assurance purposes.

C. It is the position of the NHWSN that videos do not need to be retained for the same duration as required for official records of student performance in an academic program. However, retention of participant videos depends on the purpose of the simulation and its specific role in formative versus summative evaluation.

D. For the purposes of simulation capture recording and retention, the following should be considered the minimum time a recording will be retained. Simulation capture may be retained longer than defined below if they are archived and stored in a secure manner.

1. Recordings acquired for summative evaluation of students: standardized patients or faculty complete a scoring metric during or after the simulated encounter. Detailed scores are securely kept indefinitely in the online database as a portion of the academic record. Scores are provided to academic programs for grading and promotion decisions. Unless otherwise specified by the academic program, it is policy to securely retain simulation capture records for one year after completion of the educational exercise.

2. Recordings acquired for formative evaluation of student performance: These activities are typically instructional activities that do not substantially contribute to a learner grade. Standardized patients or faculty may or may not complete a scoring metric during or after the simulated encounter, however, this metric is typically used to provide feedback to learners to promote learning rather than grading decisions. It is policy to securely retain
simulation capture records for one year after completion of the educational program.

3. Recordings used to promote quality improvement: These include simulation captures as part of case development, piloting, or training. Additionally, these cases may include actual student encounters, but used in a secure and appropriate manner to calibrate simulation performance, demonstrate rater-reliability, and enhance the overall quality standards of the simulation program. It is policy to securely retain records for one year after completion of the educational program. However, records approved for future training purposes may be retained indefinitely to meet future training needs.

4. Recordings acquired for research: Recordings acquired for approved research purposes will be released to the Principal Investigator (PI). Recordings will be retained by the Simulation Program per the specifications of the approved research study. Once the PI or research team has custody of the recordings, the Simulation Program no longer assumes responsibility for their secure storage or retention. Unless otherwise noted by the research protocol, the Simulation Program will retain server simulation capture for one year after the simulation.

5. Recordings may not be retained for an unspecified period of time.

III. DEFINITIONS
Records include but are not limited to any written, electronic, or recorded material associated with a simulation activity.

IV. PROCEDURE
A. Records that include an individual’s identifying information shall be safeguarded. Printed documents with sensitive information shall be kept confidential until they are disposed of by shredding. Records maintained by NHWSN are maintained and safeguarded as per FERPA guidelines.

B. Documents created by the Simulation Program will only be accessible by simulation team members and NHWSN faculty and clinical instructors. Electronic records are stored on a secured server and accessible by permission.

C. Simulation team members will ensure computers (in all simulation spaces) are off and/or locked when they are away from desks to maintain security of any sensitive information. Accessible shared drives are password protected.

V. REVIEWERS/STAKEHOLDERS
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VI. APPROVALS
A. ENLC Executive Director
B. Operations Director, Simulation Program
C. Evans Endowed Distinguished Professor in Simulation and Innovation
The Simulation Program at ENLC reserves the right to make exceptions, modify or eliminate this policy and/or its content.
POLICY NAME: Prioritization of Simulation Program Resources  
POLICY NUMBER: 01-07-2021

EFFECTIVE DATE: 04.15.2021  
APPROVAL DATE: 04.15.2021

RESPONSIBLE PARTY: Simulation Program at ENLC  
REVISION DATE: 06.15.2023

APPLIES TO: Users of the Simulation at Program at ENLC  
NEXT REVIEW DATE: 06.15.2023

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I. PURPOSE
To provide information and guidance regarding scheduling of simulation events and activities. The policy is in alignment with the overall mission and vision of the Simulation Program.

II. POLICY
The Simulation Program will make every effort to accommodate all requested activities. If a scheduling conflict occurs, the following priorities will guide the decision.

III. PROCEDURE
A. In alignment with our mission, first priority scheduling is assigned to NHWSN prelicensure and post-licensure educational activities.
B. Course Coordinator/Specialty Directors are required to meet with designated simulation team members to plan scheduled simulation activities and time requirements.
C. Should a conflict arise between pre and post licensure activities, priority will be given to the activity that is most urgent/necessary in the curricular design, and summative evaluation activity(ies) will be prioritized over formative evaluation activity(ies). The Prelicensure Assistant Dean and the Graduate Clinical Programs Assistant Dean will be contacted when scheduling conflicts arise.
D. Second priority will be given to NHWSN funded research and training related activities.
E. Third priority are NHWSN faculty training events.
F. Fourth priority will be given to EHC Nursing.
G. Fifth priority will be given to EHC and EHC affiliates.
H. Sixth priority will be given to other scheduled continuing education events and any NHWSN external contracts.
I. Seventh priority are community events.
J. The simulation team will be made aware of all scheduled tours. Tours will respect the simulation learning environment when learners are present.
K. As part of prioritization, specific time slots may be reserved for pre and post licensure activities utilizing the policy as described above. It is understood that if a facilitator reschedules outside of their allotted time slot, that open time may be scheduled by the simulation program for other simulation activities.
L. Priority use of simulation resources and equipment will follow the same order as
M. Simulation Scheduling Request Form may be found at https://sonadminsupport.freshservice.com/support/catalog/items/123

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