



Policy Name: Simulation Centre Storage and Maintenance of Equipment and Supplies Policy	
Owner: Director, Simulation Centre	Effective Date: 09/01/2017
Lead: Simulation Technologists, Simulation Centre	Review Date: 07/01/2021
Approved By: Simulation Centre Steering Committee	Approval Date: 02/06/2020
Related Policies and Procedures:	Simulation Centre Equipment and Supplies Separation Policy, Simulation Centre Physical and Psychological Safety Policy

1.0 POLICY STATEMENT

The equipment and supplies used in the Simulation Centre are maintained and stored in ways that maximize and prolong their lifespan.

2.0 SCOPE

This policy will include guidance on the following:

- Routine maintenance tasks and their frequency
- Process to handle defective equipment
- Equipment management
- Disposal of supplies and equipment

3.0 DEFINITIONS

TERM	DEFINITION
Facilitator	An individual involved in the delivery of simulation activities under the guidance of the Lead Facilitator
HTMDB	Healthcare Technology Management Database
Participant	Includes students and clients
Sharps	Includes needles, scalpels, blades, scissors, knives, and any other items that could potentially pierce human skin
Simulation Centre Staff	Includes the Simulation Centre Director, Simulation Coordinator, Simulation Technologists, Administrative Assistant, Audio Visual (AV) Technologists, and Biomedical Technologists

4.0 GUIDING PRINCIPLES

- 4.1 Equipment is to be stored in ways that reduce risk of damage and prolong their function.
- 4.2 The responsibility of the Simulation Technologists, AV Technologist, and Biomedical Technologists includes the duties below at the specified time intervals.

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Before and after each use:

- Power on and test the simulators, PCs, and AV components for functionality prior to event. Power off at the end of the event.
- Clean manikins/equipment to remove adhesives, moulage, and markings. Manikins/equipment will only be cleaned with approved disinfectant.
- Assess equipment for signs of damage, leakage, required replacement, and cleanliness.
- Change linens after each use by a standardized patient, patient model, or confederate.
- Inspect and restock Simulation Centre owned equipment and supplies. Order and replace as needed.
- Flush manikin IV lines and internal fluid holders, if used. Disinfect as needed.
- Check if linens used on manikins require changing. Change as needed.
- Schedule maintenance of equipment, as needed.
- Make basic repairs, as needed.
- Replace disposable parts, as needed.
- If not in or scheduled for use, store in an appropriate location.

Weekly:

- Visual inspection of equipment and supplies.
- Power on and test all AV equipment.
- Ensure consumable stock levels are adequate for upcoming events. Order as needed.
- Stock cart, rooms and kits as required for upcoming events.
- Rotation of manikins/equipment to ensure equal usage.

Monthly:

- Ensure manikin, equipment, software, hardware and computer updates are completed.

Yearly:

- Test all equipment and ensure proper functionality; apply/request repairs as needed.
- Vendor/Biomedical Technologist complete preventative maintenance on equipment when required.

4.3 Equipment will be maintained by the Simulation Technologists, AV Technologist, and Biomedical Technologists according to manufacturer's recommendations.

4.4 Equipment will receive servicing from vendors according to the manufacturer's recommendations.

4.5 When Simulation Centre equipment is not functioning properly, the following actions will be taken:

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STEP	ACTION		RESPONSIBLE
1	Monitoring of equipment before/after use and on a weekly basis, noting any damage or malfunction.		Simulation Technologist, AV Technologist
2	Troubleshooting to attempt to resolve the problem.		Simulation Technologist, AV Technologist
	2a	If the problem is identified as AV and the AV Technologist is onsite and unable to resolve the problem, submit a AV Equipment Repair ticket for resolution.	AV Technologist
	2b	If the problem is identified as AV and the AV Technologist is not onsite, submit a AV Equipment Repair ticket for resolution.	Simulation Technologist
	2c	If the problem is identified as anything other than AV, proceed to Step 3.	
3	Submit a Corrective Maintenance ticket in the HTMDB.		Simulation Technologist
	3a	If the Simulation Technologist fixed the problem, close the ticket and report time spent. Skip the rest of the procedure.	Simulation Technologist
	3b	If the Simulation Technologist was unable to fix the problem, notify the Biomedical Technologist using the Comments of the HTMDB ticket.	Simulation Technologist
4	Delegate responsibility for the ticket to either a Simulation Technologist or a Biomedical Technologist.		Simulation Technologist
5	If the product is covered under a warranty or service contract:		Simulation Technologist, Biomedical Technologist
	5b	For any vendor other than CAE, contact the vendor and proceed according to Simulation Technologist's or Biomedical Technologist's recommendations.	Simulation Technologist, Biomedical Technologist
	5c	If the vendor is CAE, contact must be initiated by submitting a "Customer Service Case" with CAE. Ensure that all information is also documented in the HTMDB ticket.	Simulation Technologist, Biomedical Technologist
6	If the product is not protected by a warranty or service contract, the Biomedical Technologist will then determine the next appropriate course of action.		Biomedical Technologist

- 4.7 If repairs are not possible, a "Retirement/Transfer of Equipment and Materials" form will be completed by the Simulation Technologist and approved by the Director, Simulation Centre. NAIT Materials Management then picks up and dispose of the equipment appropriately.
- 4.8 Any Simulation Centre staff will remove equipment/supplies from use that they feel may be unsafe at any point.
- 4.9 All CAE equipment will be managed by a CAE Service Technician, and documented in the HTMDB, including preventative maintenance and repair.
- 4.10 All other equipment will be managed by NAIT Biomedical Technologists. The HTMDB will be utilized as a catalogue of all equipment, ticketing system for necessary maintenance and repairs, storage of records of maintenance and repairs, and signal as to when

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preventative maintenance is to occur. Preventative maintenance will be done on each piece of equipment every one to two years depending on usage and manufacturer's recommendations. Preventative maintenance will include both maintenance according to the manufacturer's recommendations and electrical safety testing.

4.10 Certain equipment, and bulk of consumables (including sharps), will be stored in the storage room under lock and key when not in use.

4.11 Sharps that are used must be disposed of in appropriately labelled sharps containers. Participants and facilitators are informed of this in their orientation (see Participant Orientation Checklist and Facilitator Orientation Checklist.) Facilitators and participants are further trained through their own professional and departmental training on how to use equipment specific to their profession. Sharps are prepared for disposal by the Simulation Technologists. The Simulation Technologists will transfer the containers to the Chemical Technology Department (G109) for disposal. All policies and procedures set out by the Chemical Technology Department with regards to preparation and transport of sharps for disposal are followed by the Simulation Centre Staff.

5.0 OTHER RELATED DOCUMENTS

- Simulation Centre Equipment and Supplies Separation Policy
- Simulation Centre Physical and Psychological Safety Policy
- Participant Orientation Checklist
- Facilitator Orientation Checklist
- Biomedical Corrective Maintenance

6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
June 29, 2017	Initial draft
January 2020	Added Steps 2a & 2b in Guiding Principles 4.5. Adjusted 4.11 to account for new sharps procedures at NAIT.
February 6, 2020	Changes approved by Operational Leadership Council.