



School of Health & Life Sciences *Policy*

Policy Name: Simulation Centre Physical and Psychological Safety Policy		
Owner:	Director, Simulation Centre	Effective Date: 09/01/2017
Lead:	Director, 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 Storage and Maintenance of Equipment and Supplies Policy, Storage and Maintenance of Equipment and Supplies Policy	

1.0 POLICY STATEMENT

NAIT is committed to providing a safe and healthy environment for students, staff, contractors, volunteers, and visitors through compliance with legislation considered a basic element of our NAIT culture. This policy helps to ensure that Simulation Centre staff and facilitators are able to recognize and react appropriately when stresses or anxieties of participants become too much and threaten their psychological safety. This policy also aims to ensure that the unsafe use of medical equipment is avoided, thereby, reducing the chances of physical harm.

2.0 SCOPE

This policy will include guidance on the following:

- Simulation Centre staff/facilitator actions if witnessing a distressed participant
- How participants can access help
- Supervision of potentially dangerous tasks by Simulation Centre staff/facilitator(s)
- Sharps
- Standardized patients, patient models, confederates
- Reporting injuries
- Reporting dangerous equipment

3.0 DEFINITIONS

TERM	DEFINITION
Confederate	A non-patient individual that is part of a simulation to enhance realism or to provide additional challenges or information for the participants.
Facilitator	An individual involved in the delivery of simulation activities under the guidance of the Lead Facilitator.
Participant	Includes students and clients.
Patient Model (PM)	An individual utilized in simulation that does not have a significant acting role, interaction with students, or require training for their role. Instead, the PM acts more as a substitute for a manikin in simulations where a manikin would be insufficient.
Sharps	Includes needles, scalpels, blades, scissors, knives, and any other items that could potentially pierce human skin.

TERM	DEFINITION
Simulation Centre Staff	Includes the Simulation Centre Director, Simulation Coordinator, Simulation Technologists, Administrative Assistant, AV Technologists, and Biomedical Technologists.
Simulated Participants	An individual utilized as a Confederate, Patient Model, or Standardized Patient in a simulation.
Standardized Patient (SP)	An individual trained to portray a real patient with medical problems, allowing students to practice clinical skills on him- or herself to further their education.

4.0 GUIDING PRINCIPLES

- 4.1 Participants will undergo pre-briefing where they are given the opportunity to mentally prepare for what is going to happen during the simulation to reduce anxiety. At this point, participants may express any concerns with the facilitator if they foresee any type of distress.
- 4.2 If Simulation Centre staff or facilitators see a participant or simulated participant exhibiting signs or symptoms of distress, they will escort the individual to a private area. The individual will be given an opportunity to decompress and discuss their feelings. They may be referred to appropriate counseling services, including NAIT Health and Safety Services and NAIT Counselling Centre.
- 4.3 As participants, facilitators, and simulated participants may experience threats to their psychological safety that go undetected, they are informed of the resources available at NAIT should they experience distress. These resources include the NAIT Health and Safety Services, NAIT Counselling Centre, or other treatments of their choice. Facilitators that are NAIT staff can access the Employee Assistance Program, which is a confidential information, counselling, and referral service. Health Link services are also available if they feel that they are in distress.
- 4.4 Keycard access is required to enter the Simulation Centre. This ensures all equipment, supplies, and medication are kept separate from the public. During a simulation event, only equipment needed for that simulation will be made available to the participants and facilitators. Simulation staff receive training on the simulation equipment; facilitators receive an orientation on simulation equipment specific to their event, such as manikins and other simulators (see Facilitator Orientation Checklist). Facilitators are further trained through their own professional and departmental training on how to use equipment specific to their profession. Facilitators understand safe use of this equipment and can guide or correct participants on the safe use as needed. Only authorized Simulation Centre staff and facilitators can use or supervise restricted equipment. This includes such equipment as automated external defibrillators (AEDs) and x-ray machines. Note, no x-ray exposures are permitted in the Simulation Centre.
- 4.5 No equipment that may lead to potential physical danger (such as needles, sharps or defibrillators) are to be used on real individuals, including standardized patients, patient models, and confederates. 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.

- 4.6 Injuries with sharps such as needles must be allowed to bleed freely, immediately washed well with soap and water or alcohol-based hand rub, and covered with a dry dressing. All injuries are to be reported to the Simulation Centre staff or facilitator. Simulation Centre staff or facilitator will direct the injured party to contact NAIT Health and Safety Services who will direct the injured party on how to proceed. If Health and Safety Services is closed, the injured party must call Health Link and follow the directions. A "First Aid Record" will be completed for any injury that occurs and sent to NAIT Health and Safety Services.
- 4.7 If an individual is injured in the Simulation Centre, the steps are as follows:
- Individual informs facilitator/Simulation Centre staff
 - First Aid/medical care is administered and need for additional care determined
 - Participant, facilitator, and Simulation Centre staff complete "First Aid Record"
 - Form forwarded to NAIT Health and Safety Services for follow-up care
- Participants and Facilitators have been informed of this procedure through their respective Orientation Checklists.
- 4.8 Equipment and supplies (other than the First Aid Kit) in the Simulation Centre are not to be used on real people. However, these items do still function in the same way and the same safety precautions must be followed. Participants and facilitators are apprised according to the Simulation Centre Storage and Maintenance of Equipment and Supplies Policy during their orientations.
- 4.9 Any equipment that is noted to be damaged or potentially dangerous must be reported to the Simulation Centre staff (see Participant Orientation Checklist and Facilitator Orientation Checklist). Simulation Centre staff can remove from use any equipment they deem unsafe (see Storage and Maintenance of Equipment and Supplies Policy).
- 4.10 During orientation, facilitators and participants will be educated on simulation-specific equipment and its labeling (see Simulation Centre Equipment and Supplies Separation Policy). This equipment should not be used on real patients.
- 4.11 Simulation Centre AED are only for use on manikins. Participants and facilitators are informed of this in their orientations. Note: there is an automated external defibrillator outside of the Simulation Centre by the elevator bank. (See Participant Orientation Checklist and Facilitator Orientation Checklist.)
- 4.12 The Simulation Centre follows Occupational Health and Safety (OHS) workplace requirements as outlined in the OHS Act (<https://work.alberta.ca/SearchAARC/35.html>). This act helps ensure that workplaces safety is maximized. The Simulation Centre also adheres to the NAIT Health, Safety and Well-being Policy and Procedure.
- 4.13 The Simulation Centre provides nitrile (non-latex) gloves for our participants, facilitators, and staff to use. However, some equipment may contain latex. As outlined in the Participant Orientation Checklist and Facilitator Orientation Checklist, any individual

with a known latex allergy or sensitivity should let their facilitator or Simulation Centre staff know before engaging in any activity in the Simulation Centre, so that appropriate precautions can be taken. These precautions may include wearing non-latex gloves whenever handling equipment with latex in it.

5.0 OTHER RELATED DOCUMENTS

- Simulation Centre Equipment and Supplies Separation Policy
- Simulation Centre Storage and Maintenance of Equipment and Supplies Policy
- Storage and Maintenance of Equipment and Supplies Policy
- OHS Act (<https://work.alberta.ca/SearchAARC/35.html>)
- NAIT Health, Safety and Well-being Policy (HS 1.0)
- NAIT Health, Safety and Well-being Procedure (HS 1.01)
- Participant Orientation Checklist
- Facilitator Orientation Checklist

6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
June 15, 2017	Initial Draft
August 2019	<ul style="list-style-type: none">• Definitions added for Confederate, Patient Model, Standardized Patient, and Simulated Participant.• Addition of "Simulated Participants" to 4.2 & 4.3
February 6, 2020	Changes approved by Operational Leadership Council.