



Policy Name: Centre for Advanced Medical Simulation Physical and Psychological Safety Policy	
Owner: Director, Centre for Advanced Medical Simulation (CAMS)	Effective Date: 09/01/2017
Lead: Manager, CAMS	Review Date: 12/19/2023
Approved By: School of Health and Life Sciences (SHLS) Operational Leadership Council	Approval Date: 12/19/2023
Related Policies and Procedures:	CAMS Equipment and Supplies Separation Policy, CAMS 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 CAMS 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:

- CAMS staff/facilitator actions if witnessing a distressed participant
- How participants can access help
- Supervision of potentially dangerous tasks by CAMS 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

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	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.
CAMS Staff	Includes the CAMS Director, CAMS Manager, Simulation Technologists, Administrative Assistant, AV 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 or a bystander, allowing students to practice clinical skills on them 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 CAMS 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, Safety, and Environment (HSE) Services and NAIT Student 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 HSE, NAITSA NAIT Student 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 CAMS. 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. CAMS staff receive training on the simulation equipment; facilitators receive an orientation on simulation equipment specific to their event, such as manikins and other simulators. Facilitators are further trained through their own professional and departmental training on how to use equipment specific to their profession. Facilitators understand the safe use of this equipment and can guide or correct participants on the safe use as needed. Only authorized CAMS 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 CAMS.
- 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. 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 CAMS staff or facilitator. CAMS staff or facilitator will direct the injured party to contact NAIT HSE who will direct the injured party on how to proceed. If HSE is closed, the injured party must call Health Link and follow the directions. An Incident Report will be completed through myCority for any injury that occurs and sent to NAIT HSE.
- 4.7 If an individual is injured in CAMS, the steps are as follows:
- Individual informs facilitator/CAMS staff
 - First Aid/medical care is administered and need for additional care determined
 - Injured party completes Incident Report in myCority (NOTE: incident report cannot be completed by an employee on behalf of a student, the student must report the incident through myCority).
- 4.8 Equipment and supplies (other than the First Aid Kit) in the CAMS 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 CAMS 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 CAMS staff. CAMS staff can remove from use any equipment they deem unsafe (see CAMS 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 CAMS Equipment and Supplies Separation Policy). This equipment should not be used on real patients.
- 4.11 CAMS 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 CAMS by the elevator bank that can be used in a medical emergency.
- 4.12 CAMS follows Occupational Health and Safety (OHS) workplace requirements as outlined in the OHS Act (**OHS Act, regulation and code | Alberta.ca**). This act helps ensure that workplaces safety is maximized. CAMS also adheres to all NAIT Health and Safety Policies and Procedures.
- 4.13 CAMS provides nitrile (non-latex) gloves for our participants, facilitators, and staff to use. However, some equipment may contain latex. As outlined in the CAMS Orientation, any individual with a known latex allergy or sensitivity should let their facilitator or CAMS staff know before engaging in any activity in CAMS, 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

- CAMS Equipment and Supplies Separation Policy
- CAMS Storage and Maintenance of Equipment and Supplies Policy
- OHS Act - OHS Act, regulation and code | Alberta.ca
- NAIT Health, Safety and Environmental Policy (HS 1.0)
- NAIT Health and Safety Participation Procedure (HS1.1)

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.
November 29, 2023	Reviewed. Updated terminology and new HSE process