

 CENTRE FOR ADVANCED MEDICAL SIMULATION	Centre for Advanced Medical Simulation Separation of Simulation and Actual Patient Care Materials Standard Operating Procedure
	QMM-S-001
Author: Director, Centre for Advanced Medical Simulation (CAMS)	Implementation Date: September 1, 2017
Owner: Simulation Technologists, Centre for Advanced Medical Simulation (CAMS)	Revision Date: June 11, 2025

PURPOSE

This procedure establishes clear guidelines to ensure the strict separation of equipment and supplies used in simulation-based training from those utilized in the care of actual patients. Maintaining this distinction is essential to safeguard patient safety and prevent unintended consequences arising from the use of non-standardized or simulation-specific materials.

The School of Health and Life Sciences (SHLS) is not affiliated with a hospital and does not operate as a healthcare provider. While certain academic programs or external training partners may involve interactions with real patients, all activities conducted within the Centre for Advanced Medical Simulation (CAMS) are strictly for educational, research, or training purposes.

SCOPE

This procedure applies to all simulations conducted within the CAMS and to in-situ simulations that utilize CAMS staff, equipment, or resources for simulation-related activities.

DEFINITIONS

TERM	DEFINITION
CAMS Staff	Includes the Director and Manager of CAMS, the Associate Chair of Interprofessional Education, the Simulation Technologist team, the Administrative Assistant, the Audio-Visual Technologists, the Research Associates, and the Biomedical Technologist team
Clinical Equipment	Medical equipment or supplies that are used on patients to treat or diagnose injury or illness. In CAMS, this only includes the first aid kit and eyewash station.
Facilitator	An individual responsible for guiding participants through the simulation and debriefing process, ensuring learning objectives are met while maintaining psychological safety
Participant	An individual engaged in a simulation activity, which may include students, staff, standardized patients, research, clients, and external training partners.
Patient Model (PM)	An individual utilized in a 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.

TERM	DEFINITION
Simulation-Specific Equipment	Medical equipment or supplies that are used in simulation activity. They are not intended for use on actual patients. This includes all equipment and supplies in CAMS, except for the first aid kit.
Standardized Patient (SP)	A person trained to portray the personal history, physical symptoms, emotional characteristics, and everyday concerns of an actual patient.
Students	Individuals currently enrolled in NAIT programs or courses

PROCEDURE

All equipment within CAMS is designated exclusively for simulation purposes, except for the First Aid Kit, which is located in the southwest corner of the waiting room and the eyewash station, located outside of CAT126C and 126R. Signage at the entrance to CAMS indicates the placement and accessibility of the First Aid Kit.

Participants are informed of appropriate equipment use and how simulation specific equipment must not be used to treat or diagnose illness or injury as part of the orientation and upon entering the CAMS.

Note: there is an automated external defibrillator outside of CAMS by the elevator bank.

Use of External Equipment and Supplies for Simulations

Academic programs are permitted to bring equipment and supplies into CAMS for the purpose of their simulation activities. Program staff must notify a CAMS staff member prior to bringing in external equipment or non-simulation medications. All items brought in must be noted in the MIDAS system for tracking and to ensure that equipment is returned to the appropriate area.

Non-simulation, medication, and clinical equipment brought into the CAMS for simulation purposes must be designated as "simulation use only" and cannot be used in real patient care settings. Non-medical items, such as general equipment (e.g., fans, office chairs), may be used for simulation and subsequently returned to general use, unless otherwise restricted by program-specific or institutional policies.

Labelling and Storage of Equipment

If programs are bringing non-simulation medications or equipment into the CAMS, they must alert CAMS staff. This will be noted in Midas, which is then printed on the simulation set up information document, and discussed before the simulation begins. CAMS staff also monitor the programs entering CAMS to ensure procedure is followed.

Depending on the situation and if it is medication or equipment, the items brought into the Centre become simulation use only.

All simulation-specific equipment must be stored in designated storage rooms/spaces or in unused theatres when not in use.

The following equipment and/or related actions are simulation-specific equipment that cannot be used on standardized patients or patient models:

- X-ray with exposure
- Automated external defibrillator
- Medications, gases, or
- Any equipment involved in invasive procedures (including urinary catheters, IVs, etc.)

Both clinical equipment and simulation-specific equipment will be stored, managed, cleaned, and disposed of according to CAMS' Storage and Maintenance of Equipment and Supplies Standard Operating Procedure and institutional policies.

Access to Equipment

Access to CAMS is through a swipe key only.

All equipment is accessed under the supervision of a CAMS staff member. Staff, students, and visitors are not permitted to remove any supplies, materials, or equipment from the CAMS, unless this transport is part of the simulation experience or part of a formal short- or long-term loan process. Examples:

- Transport to ambulance box simulation
- Transport from one theatre to another
- Simulation in-situ

Staff, students, and visitors must leave backpacks and personal belongings outside CAMS, either in their personal lockers or lockers provided by the CAMS. Personal medication may be brought into CAMS but must remain on the individual. As noted in the orientation, the lead facilitator must be informed if any personal medications or medical equipment brought into CAMS.

In the event of a non-urgent incident that results in or has the potential to result in injury or illness, aid can be provided using the nearest available First Aid Kit. If additional medical attention is required, staff will proceed in accordance with NAIT's Health, Safety, and Environmental policy and procedures.

All members of the NAIT community must adhere to the NAIT incident reporting process. An overview of NAIT procedures to follow in the event of an emergency or incident are provided to participants, visitors, and facilitators as part of the orientation.

Use of Equipment for Research

In the event of an approved research study, the research partner may bring in health innovations/medical devices/equipment to be used in testing within CAMS. All activities must comply with the NAIT Research Ethics Board (REB) policy and adhere to the study procedures as outlined in the REB application and approval for research process.

SUPPORTING DOCUMENTS

- QMM-S-002 CAMS Storage and Maintenance of Equipment and Supplies Standard Operating Procedure
- NAIT HS. PRG.26 – Incident Response and Reporting Program

- NAIT HS. PRG.21 – Environmental Reporting Program
- NAIT OA 6.18 – Capital Equipment Guideline

DOCUMENT HISTORY

DATE	ACTIVITY
June 15, 2017	Initial draft.
June 13, 2019	“NOT FOR HUMAN OR ANIMAL CONSUMPTION” added to 4.2
February 6, 2020	Changes approved by Operational Leadership Council.
November 29, 2023	• Reviewed. Updated to reflect current terminology.
July 22, 2024	Reviewed. Updated to reflect current terminology.
February 25, 2025	Updates to definitions, clarity on 4.2. Incorporation of updates from programs that treat patients.
March 28, 2025	Simulation Technologist Team Review
April 2, 2025	Language clarity on research projects and medical devices.