

 CENTRE FOR ADVANCED MEDICAL SIMULATION	Centre for Advanced Medical Simulation Physical and Psychological Safety Guideline
	QMP-S-001
Author: Director, Centre for Advanced Medical Simulation (CAMS)	Implementation Date: September 1, 2017
Owner: Manager, Centre for Advanced Medical Simulation (CAMS)	Revision Date: June 11, 2025

PURPOSE

NAIT is committed to providing a safe and healthy environment for participants, staff, contractors, volunteers, and visitors through compliance with legislation; this is considered a basic element of our NAIT culture. This guideline helps to ensure that Centre for Advanced Medical Simulation (CAMS) staff and facilitators are able to apply organizational policy and recognize and react appropriately when the stress of participants becomes overwhelming and threatens the participants' psychological safety. This policy also aims to ensure that the unsafe use of medical equipment is avoided, thereby reducing the chances of physical harm.

SCOPE

The scope of this guideline is for simulations conducted in CAMS or in-situ simulations conducted using CAMS staff, equipment, or resources, as the activity relates to simulation activities. CAMS also adheres to all NAIT Health and Safety Policies and Procedures.

DEFINITIONS

TERM	DEFINITION
CAMS Staff	Includes the CAMS Director, CAMS Manager, Associate Chair of IPE, Simulation Technologist Team, Administrative Assistant, AV Technologists, Research Associates, and Biomedical Technologist Team
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 simulation that does not have a significant acting role, interaction with participants, 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	Devices with sharp points or edges that can puncture or cut skin. Includes needles, scalpels, blades, scissors, knives, etc.
Standardized Patient (SP)	An individual trained to portray a real patient with medical problems or a bystander, allowing participants to practice clinical skills on them to further their education.
Visitors	Those engaged in simulation activities including research participants, external training partners, SPs, and patient models.

RESPONSIBILITIES

Orientation Process

Staff, participants, and visitors must complete an orientation prior to commencing with simulation activities in CAMS. Depending on the role of the individual engaged in simulation, the orientation and waiver may differ.

Participant/Visitor Orientation

- Occupational Health and Safety (OHS)
 - OHS Video
- Simulation Orientation
 - Simulation Center Overview
 - Participant Orientation
 - Manikin Orientation
 - Simulation Orientation Waivers
- Operations
 - Simulation Overview
- Technology
 - AV Orientation
 - Simulation IQ (Video recording platform)
 - Advanced Manikin Orientation
- Documentation
 - Orientation Waivers

Facilitator Orientation

- Introduction to CAMS
 - OHS Video
- Operations
 - Simulation Overview
- Technology
 - AV Orientation
 - Simulation IQ (Video recording platform)
 - Advanced Manikin Orientation
- Documentation
 - Orientation Waivers

Pre- Briefing

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.

As participants, facilitators, and simulated participants may experience challenging simulation scenarios, they are provided with the opportunity to exit the simulation at any time if needed.

Debriefing

The facilitator of the simulation will guide staff, participants, and visitors through a debrief after each simulation.

Facilitators can use various debriefing tools for the simulation. CAMS provides the Three Stage Debriefing Model at the end of the simulation document for ease of use. Elements of this include:

- Reactions and emotions
- Analysis and exploration
- Summary and application

Facilitators can access the Associate Chair for Interprofessional Education (IPE) to aid in observational activities to improve debriefing actions.

Facilitators are chosen by the program for the delivery of simulation activities. Facilitators report to the Chair of the related program grouping. It is the program's responsibility to recruit and develop faculty and provide simulation best practice training.

CAMS provides several simulation learning opportunities for all NAIT staff:

- CAMS2100 – Simulation Facilitator Essentials
- CAMS2000 – Simulation Facilitator Fundamentals
- CAMS Advanced Facilitating & Non-technical Skills in Simulation

Participants are encouraged to self-identify distress at any point and may leave the scenario without penalty. All debriefs will include a psychological check-in, and NAIT mental health support will be offered as needed.

Appropriate counseling services, including NAIT Health, Safety, and Environment (HSE) Services and NAIT Student Counselling Centre can be accessed.

Post simulation surveys are provided to those who engage in simulations in the Centre. This provides an additional opportunity to monitor feedback and address potential challenges or issues.

Psychological Safety

If CAMS staff or facilitators observe a participant or visitor exhibiting signs or symptoms of distress, whether the individual chooses to exit the simulation or not, the staff member will intervene as appropriate to ensure psychological safety. A private space will be made available for the individual to decompress, and they will be given an opportunity to discuss their experience and feelings in a supportive environment.

Participants are provided with the opportunity to leave a simulation at any time; they are asked to inform CAMS staff or their facilitator. This provides an opportunity for a staff member to provide resources and support to the participant(s). If identified to a CAMS staff member, that member will alert facilitators to any participant issues so they can provide additional support. Facilitators, with the program the participant is enrolled in, will be responsible for follow up after the simulation.

NAIT offers various internal education opportunities to further knowledge and understanding of mental health which is available to all NAIT staff through the Staff Portal. Additionally, the School of Health and Life Sciences has a Mental Health Standard Operating Procedure (SOP) that all staff are expected to be familiar with. This SOP outlines the base steps for handling a situation where a colleague or student is displaying symptoms of distress.

Threats to psychological safety may be undetected; as such, staff and participants are routinely informed of the resources available at NAIT should they experience distress. These resources include:

- NAIT HSE
- NAIT Student Association
- Private treatment opportunities of their choice.
- NAIT staff can access the Employee Assistance Program, which is a confidential information, counselling, and referral service through Telus Total Mental Health.
- Health Link services are also available for Alberta Residents.
- NAIT Blue Folder
- NAIT Mental Health Resources
- OHS Act - OHS Act, regulation and code | Alberta.ca
- NAIT Mental Health & Well-being Strategy

Access, Physical Safety, and Equipment

Keycard access is required to enter CAMS. Approval for keycard access is approved by the Manager of 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.

Equipment and supplies in the CAMS (other than the first aid kit located in the Waiting Room and eyewash station located outside of CAT 126C and 126R) are not to be used to treat or diagnose illness or injury; all equipment is for simulation use only.

- Details are provided in the staff, student, and visitor orientation on where/how to access medical supplies for emergency/non simulation use.
- Equipment is functional, and safety precautions must be followed.
- Participants and facilitators are apprised of equipment storage information during their orientations.
- CAMS staff receive training on 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.

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 or patient models.

- Used sharps must be disposed of in appropriately labelled sharps containers.
- Facilitators and participants are informed of these restrictions in their orientations.
- Facilitators and participants are further trained through their own professional and departmental training on how to use equipment specific to their profession.

All incidents, injuries, and near misses are to be reported to CAMS staff or the Facilitator. CAMS staff or facilitators will direct the individual to follow NAIT HSE procedures and contact the NAIT HSE Office who in turn will direct the individual on how to proceed.

If an injury has occurred and HSE is closed, the individual must call Health Link and follow directions. An Incident Report will be completed through NAIT's myCority system for any injury, incident, or near miss.

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).

During orientation, facilitators and participants will be educated on simulation-specific equipment and its labeling (see CAMS Separation of Simulation and Actual Patient Care Materials Guideline). This equipment should not be used to diagnose or provide real medical treatment.

CAMS automated external defibrillators (AEDs) are only for use on manikins. Participants and facilitators are informed of this in their orientations.

Note: there is an AED outside of CAMS by the elevator bank that can be used in a medical emergency.

CAMS follows Occupational Health and Safety (OHS) workplace requirements as outlined in the Occupational Health and Safety Act for Alberta and as implemented by NAIT HSE. This Act helps ensure that workplace safety is maximized.

CAMS provides nitrile (non-latex) gloves for participants, facilitators, and staff to use. However, some equipment and supplies may contain latex.

As outlined in the CAMS orientations, 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.

In the event of other emergencies, such as fire, inclement weather, and other NAIT emergencies, staff and participants are directed to follow the NAIT Alert App which will provide information and updates to overarching emergencies.

SUPPORTING/RELATED DOCUMENTS

- CAMS2000 – Simulation Facilitator Fundamentals
- CAMS2100 – Simulation Facilitator Essentials
- CAMS Advanced Facilitating & Non-technical Skills in Simulation
- CAMS Separation of Simulation and Actual Patient Care Materials Guideline
- CAMS Storage and Maintenance of Equipment and Supplies Policy
- Health Link
- NAIT Blue Folder
- NAIT Employee Assistance Program

- NAIT HSE
 - NAIT Health, Safety and Environmental Policy (HS 1.0)
 - NAIT Health and Safety Participation Procedure (HS1.1)
 - NAIT Orientation and Training Procedure (HS 1.2)
 - NAIT Mental Health Resources
 - NAIT Mental Health & Well-being Strategy
- NAIT Student Association
- OHS Act - OHS Act, regulation and code | Alberta.ca

DOCUMENT HISTORY

DATE	ACTIVITY
June 15, 2017	Initial Draft
August 2019	• 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
July 22, 2024	CAMS staff review and pose questions
February, 18 2024	Update template Content Updates to: • Language and details • Reorder items, update links and information
March 28, 2025	Simulation Technologist Team Review
April 2, 2025	Final update to links