

Policy Name: Clinical Simulation & Learning Center Equipment Use & Storage  
Policy Number: ADM 8.02  
Title of Policy Owner: Dean, CSLC  
Approved by: Policy Committee/Administrative Cabinet  
Effective Date: 08/01/2021  
Version: 1.0  
Policy Status: Approved

I. Policy

Clinical Simulation & Learning Center Equipment Use & Storage

II. Purpose

The Clinical Simulation & Learning Center (CSLC) will provide equipment and supplies to all participants in CSLC activities to best simulate actual clinical conditions.

III. Scope

All participants in CSLC activities

IV. Definitions

None

V. Policy Details

Secure location(s) will be provided for the storage of simulation equipment and supplies. The location(s) will be in a temperature-controlled environment to preserve longevity. Equipment and supplies stored in these locations will be appropriately stored per manufacturer guidelines and meet regulatory compliance with regard to storage safety. All Clinical Simulation & Learning Center (CSLC) personnel shall have access to the location(s) and may grant Health system educators and faculty access on a per case basis.

Equipment may be checked out for use outside of the CSLC by following the approved equipment request process. Participants must sign out equipment and return in the timeframe agreed upon.

Students should follow the equipment procedure below:

1. Students are not to practice on the electronic-equipped manikins without the assistance of the CSLC personnel.
2. Report malfunctioning or broken equipment (e.g., IV pumps, feeding pumps, models, manikins, or monitors) to CSLC personnel promptly so that it can be repaired or replaced.
3. To maintain fully charged batteries, keep all electronic equipment and monitors plugged into an electrical outlet at all times.
4. Students and faculty must obtain CSLC personnel approval to check out equipment for practice or community service.
5. Below is a list of equipment that may be checked out from the CSLC for a limited time period:
  - Blood pressure cuff
  - Stethoscope, including teaching stethoscope
  - Scales
  - Reflex hammer/tuning fork
  - Denver II kits
  - Glo-germ lotion or powder, travel light, and children's hand washing video
  - Other equipment as designated by clinical instructors.

VI. Attachments

None

VII. Related Policies

ADM 8.05 Clinical Simulation & Learning Center Equipment Maintenance

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Richmond Higher Education Institutes (RHEI) and any party. RHEI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

## IX. Version Control

Version	Date	Description	Prepared by
1.0	11/13/2019	Revision	Dean of CSCL
1.0	02/24/2021	Approved AC	Dean of CSCL