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|--------------------------------|----------------------------------------------------------------------------|
| <b>Policy Title</b>            | Clinical Simulation & Learning Center Equipment Maintenance                |
| <b>Policy Number:</b>          | ADM 8.05                                                                   |
| <b>Department:</b>             | BSMCON                                                                     |
| <b>Functional Area:</b>        | Clinical Simulation & Learning                                             |
| <b>Contributing Department</b> |                                                                            |
| <b>Approved by:</b>            | RHEI Learning Center                                                       |
| <b>Effective Date:</b>         | 8/1/2024                                                                   |
| <b>Version:</b>                | 1                                                                          |
| <b>Status:</b>                 | Approved                                                                   |
| <b>Manual</b>                  | To be entered by Compliance360 System administrators or N/A if not in C360 |
| <b>Section</b>                 | ADM 8                                                                      |

## **I. Mission, Vision and Values**

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

## **II. Policy**

All Clinical Simulation & Learning Center equipment will be maintained on a routine basis by the appropriately trained personnel.

## **III. Purpose**

The mission of the Clinical Simulation & Learning Center (CSLC) is to provide high quality simulations to all stakeholders. To that end, the CSLC will strive to maintain all equipment in peak working order. Proper maintenance will also preserve the integrity and longevity of the Center's investment.

## **IV. Scope**

All CSLC owned equipment

## **V. Policy Details**

Maintenance of the equipment shall include any equipment discrepancies i.e. equipment not working as intended, periodic preventative maintenance, before/after use care, as well as general cleaning.

Maintenance shall be performed in accordance with manufacturer guidelines and/ or industry best practices.

All fidelity patient simulators, training devices, and associated support equipment preventative maintenance will be performed on a periodic cycle that accommodates the need of the Clinical Simulation & Learning Center. The cycles will be outlined in the associated procedure manual. All fidelity patient simulators, training devices, and support equipment discrepancies will be addressed as they are encountered.

Maintenance of the equipment shall be performed by the appropriately authorized personnel for the different levels of equipment.

- High fidelity patient simulator equipment discrepancies and periodic maintenance will be performed by Clinical Simulation & Learning Center Simulation Technical Manager, Specialist and/or manufacturer field service representatives.
- Medium and low fidelity patient simulators and/or training device maintenance will be performed by the Clinical Simulation & Learning Center Simulation Technical Manager, Specialist and/or other designated individuals.
- Medical support equipment maintenance shall be performed by clinical engineering and/or manufacturers or other vendors as needed.
- Before/after use care and general cleaning will be performed by CSLC designated individuals, including but not limited to, simulation instructors, simulation technician, and student workers.

Documentation of equipment discrepancies and periodic preventative maintenance will be recorded in an equipment service log. Before/after care use and general cleaning will not be documented.

#### **VI. Definitions**

None

#### **VII. Attachments**

N/A

#### **VIII. Related Policies and Procedures**

ADM 8.02 Clinical Simulation & Learning Center Equipment Use & Storage

#### **IX. Regulatory Notices**

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by the Bon Secours Memorial Regional Medical Center, LLC, and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**X. Version Control**

| Version | Effective Date | Next Review Date | Description                             | Supersedes, if applicable | Prepared By |
|---------|----------------|------------------|-----------------------------------------|---------------------------|-------------|
| 1.0     | 11/11/2019     | N/A              | Revision                                | N/A                       | Dean, CSLC  |
| 1.0     | 2/24/2021      | 2/24/2024        | Approved AC                             | 1.0                       | Dean, CSLC  |
| 1.0     | 2/24/2024      | 2/24/2027        | No Changes                              | 1.0                       | Dean, CSLC  |
| 1       | 2/24/2024      | 2/24/2027        | Version Changed – BSMH Template Adopted | 1.0                       | Dean, CSLC  |

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.