

Policy Name: Clinical Simulation & Learning Center Equipment Maintenance
Policy Number: ADM 8.05
Title of Policy Owner: Dean of CLSC
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2024
Version: 1.1
Policy Status: Approved

I. Policy

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

II. 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.

III. Scope

All CSLC owned equipment

IV. Definitions

None

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. Attachments

None

VII. Related Policies

ADM 8.02 Clinical Simulation & Learning Center Equipment Use & Storage

VIII. Disclaimers

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	11/11/2019	Revision	Dean, CSLC
1.0	2/24/2021	Approved AC	Dean, CSLC

1.1	2/26/2024	Reviewed, Template updated	Dean, CSLC