



Undergraduate Student Simulation Policy and Procedure

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Purpose: The Undergraduate Student Simulation policy and procedure are intended to do the following:

- Establish required conduct and responsibilities of students or participants while participating in simulation
- Outline simulated patient care experience (SPCE) requirements for completion of associated course, lab, or clinical hours

Scope: Anyone participating in simulation in the Bachelor of Science in nursing program at Rogers State University

Undergraduate Simulation

Competency-based leveling of simulation throughout a curriculum is important for students to be able to build on previous simulation experiences, didactic material, and clinical experiences. Simulated patient care experiences (SPCE) should be appropriate for the student's level of competency when the event occurs. Course faculty and the simulation faculty will review the course objectives, aims of the assessment, and tools to determine if the simulation is consistent with course/program objectives and the curriculum.

Student preparedness, engagement and active participation is crucial for a successful and meaningful simulation experience. A safe educational environment is created for the student while providing realistic clinical scenarios that require the development of BSN appropriate clinical skills, critical thinking skills, clinical judgement, and decision making. At the end of each scenario, the student-centered debriefing period fosters student self-reflection and co-construction of learning between participants.

Student Conduct

- A. All students are subject to and expected to adhere to the Nursing Student Handbook while participating in simulation. Students are expected to adhere to the same clinical standards for professionalism and attire that they would use in the acute care clinical setting.
- B. An environment of **mutual respect** among students, faculty, and others involved must be established (e.g., others could include patients, parents, family members, actors/standardized participants, etc.).
- C. Food and beverages are prohibited in the simulation labs. No gum is allowed in the lab.
- D. Cell phone use by students is prohibited during any experience and will be subject to disciplinary action in the form of a Professionalism Concerns Report as seen appropriate by faculty. Students are allowed to bring cell phones inside the simulation area, but cell phones must always remain silent.
 - a. If the SPCE warrants student use of personal cell phones during the event, prior instructions will be provided by the simulation faculty before the start of the SPCE.
 - b. If the student needs access to their personal cell phone for possible emergent or extenuating circumstances, prior authorization must be acquired by the simulation faculty before the start of the SPCE.
- E. Any forms of smoke or tobacco use is prohibited in the simulation labs. Refer to Nursing Student Handbook regarding tobacco policy. Student is responsible for these guidelines while participating in any simulation experience.

- F. Drug and/or alcohol consumption is prohibited in the simulation labs. Refer to Nursing Student Handbook regarding drug and alcohol policy. Student is responsible for these guidelines while participating in any simulation experience.

Student Simulation Preparation, Performance, and Evaluation

A. Preparation:

- a. Students should prepare for the simulation experience by reviewing any patient records, didactic content, or other materials as assigned in their course by the faculty. The student should be ready to discuss all aspects of the patient's care, such as pathophysiology, prescribed medications and treatments, laboratory results, etc. as outlined in the simulation objectives.
- b. Pre-simulation readings, quizzes, simulation entrance tickets, or other assignments must be completed prior to the simulation and by the due date assigned by the course faculty.
 - i. Failure to do so will result in incomplete simulation hours as assigned by the course faculty and may result in failure to meet required classroom, laboratory, or clinical hours for course.
 - ii. The student is responsible for contacting the simulation faculty for missed assignments as outlined above. Completion/make-up of the simulation hours is at the discretion of the simulation faculty.

B. Performance:

- a. Students are expected to arrive to simulation on time and dressed as appropriate for their cohort (See Student Conduct Section A). Rogers State -issued identification should be worn at all times.
- b. A student who arrives less than five minutes late is subject to a Professionalism Concerns Report at the discretion of the faculty. A student who arrives more than five minutes late may be excused from participating in the scheduled simulation experience and required hours associated with the activity will not be met.
 - i. Make up for a missed simulation experience is at the discretion of the simulation faculty and the nursing department head (*See Simulation Make Ups Section*).
 - ii. Failure to complete the assigned make up may result in not meeting required classroom, laboratory, or clinical hours for course completion. The student would be unsuccessful in the associated portion of the course (i.e. simulation clinical hours not met equals failure of clinical portion of course).

- c. All equipment required for clinical is expected for any simulation experience.
- d. Students and faculty are expected to use professional, therapeutic communication and interactions congruent with the American Nurses Association Code of Conduct and the student expectations outlined in the Nursing Student Handbook. Professional and academic dishonesty, including unethical behavior, will not be condoned and will provide grounds for disciplinary action.

Unsatisfactory completion of a skill in the simulated clinical may result in required clinical lab remediation at the discretion of the simulation faculty in accordance with the Nursing Student Handbook as appropriate.

- e. No lab user shall infringe upon the privacy, rights, privileges, health, integrity, or safety of faculty or other lab users. These infractions may result in a Professionalism Concerns Report, an unsatisfactory simulation clinical day and/or possible punitive action as deemed appropriate per the student's course faculty, the departmental policy manual, and the Nursing Student Handbook.

C. Evaluation:

- a. Simulation experiences required for course classroom, laboratory, or clinical hours may require post-simulation activities, reflections, readings, quizzes, or other assignments. These must be completed by the due date assigned by the course faculty.
 - i. Failure to do so will result in incomplete simulation hours as assigned by the course faculty and may result in not meeting classroom, laboratory, or clinical hours for course completion.
- b. Students may be asked to complete a simulation evaluation at the end of each activity. This allows the student to anonymously give feedback on their personal experience during the simulation and how the experience can be improved in the future.

Simulation Make Ups

- A. Student are required to complete missed simulation time, pre-assignments, or any other activity associated with the SPCE.
- B. SPCEs are unique and often not repeatable occurrences. Direct observation during the event is necessary for validation of student meeting of course, clinical, and simulation objectives.
 - a. Students are required to contact the simulation faculty **prior to** the SPCE. In the event the student is unable to do so, contact the faculty as soon as possible.
 - b. It is the student's responsibility to email the simulation faculty to arrange make ups.

- C. Due to the nature of simulation, make ups **may not be available**. Alternative arrangements may be made at the discretion of the simulation faculty when feasible.
 - a. Alternative arrangements may be made for school sanctioned events, emergency occurrences, and illness only.

SPCE Summative Evaluation

- A. All simulation experiences involving classroom, laboratory, or clinical substitution will result in a PASS or FAIL score for the student unless otherwise noted in the class syllabus.
 - a. Students who receive a PASS score must meet all the following:
 - i. Attendance required (All assigned hours are attended)
 - ii. Preparation materials completed prior to simulation and due date
 - iii. Post simulation assignments completed by due date
 - iv. Active participation in assigned simulation role
 - v. Active contribution to debriefing
 - b. Students who receive a FAIL score have not met all the above criteria outlined in the PASS score description above.

Fiction Contract

- A. Each student participating in SPCEs will be required to read through the “Fiction Contract and Confidentiality Agreement” (**page 11**) and provide a signed copy of the document at the start of their first clinical practice academic year. In signing, the participant agrees to the following:
 - a. The student will treat the “patient,” whether a manikin, standardized patient, or avatar, with respect as if they are real patients, family members or members of the healthcare team.
 - b. The student will maintain professional practice and treat the scenario as a real clinical situation.

To preserve the realism of the experience, all participants are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

Confidentiality

- A. Each student participating in SPCEs will be required to read through the “Fiction Contract and Confidentiality Agreement” (**page 11**) and provide a signed copy of the document at the start of their first clinical practice academic year. In signing, the participant agrees to the following:

- a. Confidential or sensitive simulated patient information, information of any sort which could serve as identifying information, or information regarding specific patient scenarios should not be discussed outside of the simulation lab.
 - b. Simulated patient privacy and confidentiality shall be maintained at all times. Students shall not discuss patient information with anyone except for simulation faculty/facilitators and other students involved during the same event in the Simulation Lab.
 - c. Simulated patient names should not be included by students on clinical paperwork, presentations, or notes.
 - d. Students should not disclose information regarding any student performance outside of the Simulation Lab.
- A. All pictures, video, or any information recorded with technology must be used for educational purposes only. No pictures, video, or any information recorded with technology is permitted by the student.
- B. Actual patient information is not used in the simulations. Patient scenarios/ information are either developed internally or accessed from scenario databases to maintain compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- C. Breaches of confidentiality of privacy will result in the appropriate disciplinary action as outlined in the Nursing Student Handbook and may result in a Professional Concerns Report.
- D. Any violations in the confidentiality guidelines must be reported to the Simulation faculty.

To preserve the confidentiality of the experience, all participants are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

Audio/Visual Recording

- A. Each student participating in SPCEs will be required to read through the “Consent for Audio/Video Recording” (**page 12**) and provide a signed copy of the document at the start of their first clinical practice academic year. In signing, the participant consents to the following:
- a. Simulation faculty may record audio and/or video of the SPCEs for educational purposes only. The recorded SPCE may be used for debriefing purposes and will only be utilized for evaluation of the students who participated in the event.
 - b. Participants not participating in the SPCE will not be allowed access or viewing of an SPCE they are not participating in.

- c. Participant agrees to release and hold harmless Rogers State University from any liability related to recorded materials.
- B. All recordings are protected within the system and may only be accessed by the Simulation faculty.
 - a. Course faculty may view the videos for remediation purposes.
- C. Videos may not be viewed off campus and will be deleted at the end of each academic year once the grievance deadline has passed.

Psychological and Physical Safety

- A. The Rogers State University Nursing Program is committed to providing an environment that is both physically and psychologically safe. Simulation experiences may pose physical and/or psychological risks; therefore, appropriate procedures have been developed to ensure best practice is followed to maintain safety.
- B. In the event of any potential or actual physical or psychological injury occurring while engaging in Simulation Lab activities, the student shall immediately notify the simulation faculty/facilitator.
- C. **Physical Safety**
 - a. Needle stick, laceration, any other physical injury: Students should immediately notify the simulation faculty/facilitator.
 - b. The simulation faculty/facilitators will determine the appropriate course of action which may include pausing the simulation to evaluate the physical injury, stopping the simulation to seek medical attention, or initiating an emergency response, and the faculty will immediately notify the Associate Dean per the Nursing Student Handbook, the School of Nursing *Incident Reporting Form* will be completed.
 - c. There is no guarantee that the simulation lab is latex-free, although every effort is made by the simulation faculty to remove latex when possible. Students with a known latex allergy (or any other health issue) should disclose to the simulation faculty/facilitator prior to beginning the SPCE.
 - d. The Center for Disease Control and Prevention's Standard Precautions should be practiced while participating in Simulation Program activities.
 - e. Any equipment, medications, or supplies used in SPCEs are not for human use. They are strictly prohibited from being utilized on a live person. If the event this occurs, students should immediately notify the simulation faculty/facilitator.

- f. It is the responsibility of the participants to be aware of emergency exits and the location of fire extinguishers. In case of a fire or a fire drill, all persons must evacuate the building.
- g. In the event of an emergency, 911 should be called. In addition, Claremore Campus Police is available for additional needs at 918-343-7624 or rsupd@student.rsu.edu

D. Psychological Safety

- a. If a student becomes uncomfortable or feels psychologically at risk, the simulation faculty/facilitators will determine the appropriate course of action which may include pausing the simulation to speak with the participant in a private environment, stopping the simulation, or initiating an emergency response, and the simulation faculty should notify the department head immediately.
- b. If student needs further resources post the SPCE, the Office of Counseling Services are available for additional needs at 918-343-7845 or counseling@rsu.edu

Revision History

Revision	Effective Date	Description of Changes	Requested By	Approved By

Fiction Contract & Confidentiality Agreement

School of Nursing & Health Professions

Rogers State University Nursing

Fiction Contract:

Dear Students,

You will be a participant in several simulation-based experiences that are designed to mimic what you might see in clinical practice. You will be interacting with different manikins, standardized patients (patient actors), or avatars depending on the scenario. As a participant in a simulation, you agree to do your best in acting as if everything is real. You are expected to adhere to the dress code consistent with the clinical environment as outlined in your nursing student handbook, and to conduct yourself in a professional manner as you would in a real clinical situation. You agree to suspend judgement of realism for any given simulation. The “patient,” whether a manikin, actor or avatar, will be treated with respect as if they are real patients, family members or members of the healthcare team. Facilitators will attempt to make the simulation as realistic as possible within the confines of the simulators and current technology.

Confidentiality Agreement/Safe Learning Environment:

I understand the significance of confidentiality with respect to information concerning patients, whether real or simulated. I will uphold the requirements set forth in the Health Insurance Portability and Accountability Act (HIPAA) and all federal or state laws regarding patient confidentiality. I agree not to discuss the outcomes of the simulated experience outside of the simulation area with other students. I understand that recordings of the simulation session will be used for educational purposes only and not shared with outside sources beyond my individual academic department. Students will not take pictures nor video any part of the simulation. I will treat all simulation equipment with respect while maintaining a clean working space. I will treat all those participating in simulation with respect. Both facilitator(s) and learners will promote a safe learning environment free from judgement or bias. Facilitators will treat students with respect and dignity and will maintain student confidentiality.

My signature indicates agreement with what has been outlined above and my commitment to abide by the policies and expectations of the School of Nursing and Health Professions at RSU.

Student Name (Printed): _____

Student Name (Signed): _____

Date: _____

Simulation Center Consent for Audio/Video Recording

I consent to the audio and/or video recording of the simulations in which I will participate. I understand that the sole purpose of this audio and/or video is for educational purposes as listed within the *Undergraduate Student Simulation Policy and Procedure*. I understand that the Simulation Faculty will have sole access to the recording. The recorded SPCE may be used for debriefing purposes and will only be utilized for evaluation of the students who participated in the event. I understand that video recordings will be deleted at the end of each academic year once the grievance deadline has passed.

Student Name (Printed): _____

Student Name (Signed): _____

Date: _____

Undergraduate Student Simulation Policy & Procedure Agreement

I agree that I have read and understand the *Undergraduate Student Simulation Policy and Procedure* and I agree to comply with the policies, procedures and rules contained there within.

Student Name (Printed): _____

Student Name (Signed): _____

Date: _____

References

Alexander et. al., (2015). NCSBN Simulation Guidelines for Prelicensure Programs. *Journal of Nursing Regulation*, 6(3), 39-42.

INACL Standards Committee. (2016). INACSL standards of best practice. *Clinical Simulation in Nursing*, 12(5), S5-S50.

Oklahoma Board of Nursing. (2022). *Simulated Patient Care Experiences (SPCE) for Registered and Practical Nursing Programs Guidelines*. <https://nursing.ok.gov/spcegl.pdf>

Simulation Center, College of Health and Human Services, (2022). *South Connecticut State University Policy and Procedure Manual, 2022-2023 Academic Year*. New Haven, Connecticut