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		Approved Date:	10/02/2020
		Effective Date:	11/10/2020
		Review Date:	2023

POLICY TITLE: SIMULATION SUPPLIES AND EQUIPMENT MANAGEMENT

The Nursing Simulation Center equipment has been selected to increase student learning. All equipment and supplies purchased by the University of Houston College of Nursing (UHCON) are the sole property of the UHCON and all decisions about usage and replacement are to be made by the UHCON.

Student Use of Equipment

1. In order to use the Simulation Centers, all students and faculty must have proper orientation to the equipment and facilities.
2. The doors of the Simulation Centers will be locked at all times unless in use by trained faculty, staff, or students.
3. Any student wishing to use the Simulation Centers must notify the Clinical Learning Team (CLT) and sign in on the attendance book.
4. When working with the manikins, students and faculty must wash their hands and wear gloves.
5. Supplies and equipment must not be taken out of the Simulation Centers unless requested by an instructor.
6. No Betadine will be used on manikins.
7. No ink pens or markers to be used on manikins or task trainers.
8. Use of 22 G IV or smaller for IV starts is preferred.
9. Used supplies should be disposed of appropriately (sharps containers, biohazard trash containers, etc.).
10. Students and faculty are responsible for leaving the Center “ready for use” by the next class.
11. Any student/faculty items retrieved from the Simulation Centers will be kept for one (1) week by the CLT. If not claimed, they will be disposed of appropriately.

Lockers

Lockers are provided for the UHCON or affiliated agency only and are not to be used by the general student population. Lockers are to be cleaned out daily. Any items retrieved from a locker will be kept for one (1) week, then disposed of appropriately if not claimed.

Inventory and Supplies

1. Disposable supplies needed for Simulation Center activities will be provided for the faculty.
2. Disposable supplies are provided to the student in the form of a Lab Supply Bag and should be brought to campus as requested.
3. Personal clinical supplies such as stethoscopes are the responsibility of the student and/or faculty and will not be provided.

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4. Reusable supplies should be returned to the same cabinet in which they were found, notifying the CLT if supply quantity is low.
5. Needles/sharps are to never be reused under any circumstance and should be disposed of in sharps containers.

Linens

Unless soiled, all linens should be refolded and placed back in the linen cart. All soiled linens should be placed in the linen hamper for cleaning. **Do not put wet linen in the linen hamper. Wet linen should be laid out to dry and the CLT staff notified.**

Purchasing, Maintenance and Replacement of Equipment and Supplies

1. Any purchases of equipment or supplies will adhere to the UH purchasing policies.
2. All manikins require purchase of a warranty if such warranty is offered.
3. All equipment shall be maintained according to the manufacturer's instructions.
4. The need to rent equipment will adhere to the UH contracting policies.
5. Replacement and disposal of outdated equipment or supplies is to be solely determined by the UHCON and transferred to UH surplus.

Lab Computers

Computers residing in the Simulation Centers are not open access. No personal use is allowed.

Approved by CON Faculty: 10/02/2020

Approved by Dean Kathryn Tart: 11/10/2020