

**UCI** School of Medicine  
Medical Education Simulation Center

**2020-2021**

# Policy and Procedures



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UC Irvine School of Medicine  
2020-2021

## SIMULATION CENTER OPERATIONS

### MEDICAL DIRECTOR

2010-2011	Dr. Sharon Lin
2011-2013	Dr. Elizabeth McDougal
2013-Present	<b>Dr. Cameron Ricks</b>

### DIRECTOR OF OPERATIONS

2010-2013	Cecilia Canales, MPH
2013-present	<b>Keith Beaulieu, MBA, BS, BA</b>

### SIMULATION SPECIALISTS

2010-2014	Ryan Abrego (Lombardi)
2010-2014	Jamie Gould (Martin), BS
2013-2015	Cris Hanacek, BS
2013-present	<b>John Vicente</b>
2015-2016	Eilene Tellez
2017-present	<b>Ryan Gouras, BS</b>

### ADMINISTRATIVE ASSISTANT/PROGRAM MANAGER

2012-2013	Geneva Rangel
2013-2015	Catarina De Carvalho
2015-present	<b>Danica Rogacion, BS</b>

**Bold** denotes current staff

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**SECTION 1**

**GENERAL INFORMATION AND POLICIES**

## 1.1 MISSION, VISION STATEMENT AND CORE VALUES



### **Mission**

The Medical Education Simulation Center advances UCI Health's mission of Discover●Teach●Heal by developing, delivering, and evaluating pre-clinical, graduate, and inter professional medical simulation education and training activities for learners, faculty, and staff to enhance competence and strengthen collaborative practice across the continuum of care.

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# Vision

The Medical Education Simulation Center aims to:

- **Provide** a safe simulated environment for learning, where quality patient care and professionalism is emphasized, through the utilization of evidenced based clinical decision-making and evaluation methods to ensure best practice.
- **Develop** new ways to integrate inter professional scenarios into the simulation curriculum to enrich multidisciplinary learning.
- **Foster** simulation research to improve healthcare education, processes and outcomes.
- **Maintain** transparency, communication, efficiency and feedback to guarantee high quality stakeholder satisfaction.
- **Create** simulation-based educational programs to assist in maintenance of certification, to improve and enhance learner competence, and to serve as outreach to professional organizations.



## Core Values

**Accountability** – Responsibility to provide the best curriculum to prepare our learners

**Respect** – Embrace our diverse backgrounds, talents, and perspectives

**Integrity** – To be honest, ethical, and consistent in our actions

**Excellence** – To achieve the highest standards in everything we do

**Service through teamwork** - Commit to working together to ensure the best experience for learners

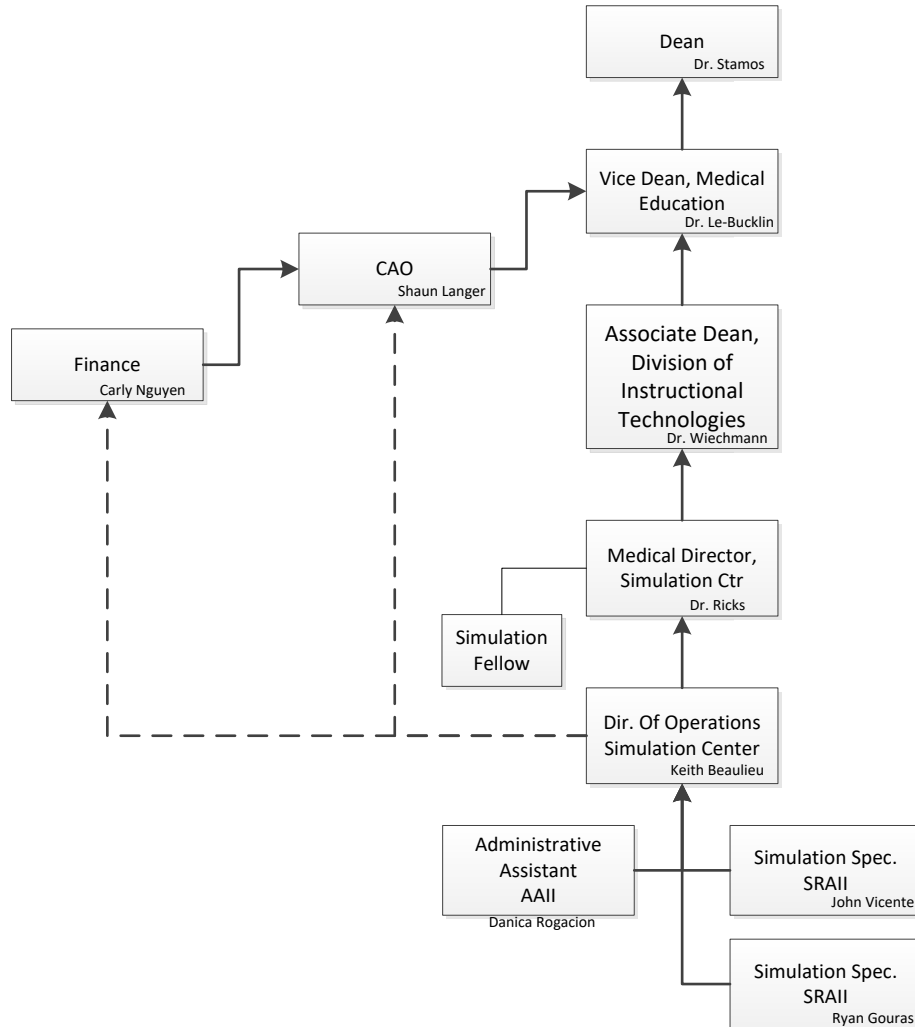
**Innovation** – To create new approaches to medical education and redefine existing ones

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UC Irvine Health Mission and Vision

<http://www.healthsciences.uci.edu/nursing/mission-vision.asp>.

## 1.2 GOVERNANCE



## 1.3 DECISION-MAKING PROCESS

This center operates on a hierarchical organizational structure within Medical Education, School of Medicine. All strategic decisions are made by the Director in coordination with Vice Dean for Medical Education and Dean's office.

Day-to-day operations are the responsibility of the director of operations.

All scheduling is funneled through the administrative assistant to the director of operations for evaluation. Scheduling conflicts, customer service issues, disagreements with policy or other



uncertainties is the responsibility of the director of operations. If such issues cannot be resolved, the issue(s) will be elevated up the chain of command. Decisions regarding equipment purchases and prioritizing projects rests with the director and director of operations with counsel from the simulation specialists.

#### 1.4 HOURS OF OPERATION

The Medical Education Simulation Center operates normally on a 0800-1600, Monday – Friday duty schedule. There may be times when the center may be open or in operation outside those normal duty hours with prior approval from the director of operations and/or director. There may also be times when the simulation center will not be available during duty hours because of some other meeting, event or prior commitment.

**Normal Operational Hours**  
*Monday through Friday*  
*0800-1600*

Customers/clients will be charged appropriately for all sessions outside the normal duty schedule to include cost of overhead and overtime associated with their session.

The simulation center is closed on all federal holidays and school holidays. The holidays that the simulation center is closed, subject to change by the university are:

New Year’s Holiday	M.L.K Jr. Holiday	President’s Day
Cesar Chavez Day	Memorial Day	Independence Day
Labor Day	Veterans Day	Thanksgiving Holiday

**The campus is closed from 24 December – 1 January**

#### 1.5 PARKING AND PARKING RECIPROCITY

UC Irvine is a permit campus. All parking is permit only; all staff and visitors are required to purchase a monthly or daily parking permit. Parking permits are available through the parking office or daily parking passes are available at the kiosk in parking lot 83 and other parking lots across campus. This is enforced 24 hours a day, 7 days a week.

**UC Irvine is a permit campus.**  
**All parking is permit only**

*UC Irvine Medical Education Simulation Center and/or the School of Medicine are not responsible for parking citations accrued by visitors, students, faculty or staff. Parking permits are the employee’s responsibility.*

### 1.5.1 Reciprocity

As a convenience to employees and students who use parking facilities at both the campus and UCIMC, the reciprocity charts below outline where **monthly and quarterly** UCIMC permits are valid on campus and where Campus permits are valid at UCIMC. Please note that a vehicle parked on the campus with a UCIMC "B," "FHC," "MED," or "ROP" parking permit must also display a supplemental permit. The supplemental permit may be purchased at a Campus Information/Permit Sales Kiosk or at the Campus Transportation and Distribution Services main office. Daily permits from other campuses are not accepted at the Medical Center.

<b>Campus Parking Permits</b>	<b>UCIMC Parking Areas</b>
<b>X (Executive)</b>	All campus parking areas except disabled parking and reserved patient stalls.
<b>AR (Faculty/Staff Preferred)</b> <b>DAR (Departmental Reserved)</b>	Triangle Lot- in TA parking stalls on the corner of The City Drive and Chapman Ave, and in B stalls surrounding the 200 Manchester Building. Not valid in D stalls.
<b>C (Faculty/Staff General)</b> <b>CP (Faculty/Staff Carpool)</b> <b>S (Student General)</b> <b>R (Student Resident)</b> <b>P (Student Preferred)</b> <b>GNA (Visitor)</b> <b>CN/MX (Student or Faculty/Staff)</b>	Crystal Cathedral parking lot. For specific parking information and shuttle details, please visit the UCIMC Parking web pages or contact their office at (714) 456-5636.  Patient/Visitor Parking: <a href="http://www.ucirvinehealth.org/patients-visitors/parking/">http://www.ucirvinehealth.org/patients-visitors/parking/</a>  Faculty/Staff Parking (UCIMC employee user login required): <a href="https://intranet.ha.uci.edu/sites/Parking/default.aspx">https://intranet.ha.uci.edu/sites/Parking/default.aspx</a>
<b>DSA (Departmental Service)</b>	South Parking Structure, corner of City Drive and Dawn Way
<b>VS (Vendor Service)</b>	Valid in South Parking Structure, corner of City Drive, Dawn Way and Posted Service stalls on Medical Center grounds with (3) hour limit.
<b>MX (Motorcycle)</b>	Designated motorcycle parking areas only. Please contact the UCIMC Parking Office for specific locations.
<b>Daily</b>	Daily permits from the main UC Irvine campus are NOT accepted at the Medical Center.

<b>UCIMC Parking Permits</b>	<b>Campus Parking Areas</b>
<b>X (Executive)</b>	All campus parking areas except disabled parking.

<b>AP (Attending Physician), CA</b>	Valid in AR/Reserved and unmarked parking stalls, except lot 80. In lot 80, AP and CA permits are valid ONLY in the AP-designated stalls. AP and CA permits are not valid in the AR-designated stalls in lot 80.
<b>A (Intern)</b> <b>MA</b> <b>MNUH</b> <b>TA</b>	Valid in unmarked parking stalls and the AR/Reserved stalls in lots 81 and 84.
<b>VA (Volunteer Attending)</b>	Valid in unmarked parking stalls in lots 82 and 83.
<b>D (Staff On Site Preferred)</b>  <b>CTD</b>  <b>CD</b>  <b>D200</b>  <b>DT</b>	Valid in unmarked parking stalls and AR/Reserved parking stalls (except in lots 80, 81, 3A, and 2).
<b>B (Staff Off Site)</b>  <b>B200</b>  <b>MB</b>  <b>WB</b>  <b>CTB</b>	Unmarked parking areas with the purchase of a <b>supplemental parking permit</b> from the campus parking office.  <b>Monthly Supplemental: \$23.00</b> <b>Daily Supplemental: \$6.00</b>
<b>FHC (Family Health Center)</b>	Unmarked parking area with the purchase of a <b>supplemental parking permit</b> from the campus parking office.  <b>Monthly Supplemental: \$23.00</b>  <b>Daily Supplemental: \$6.00</b>
<b>CP (Carpool)</b>	Valid in unmarked parking stalls.
<b>12 Use Rideshare Permit</b>	Valid in unmarked parking stalls.
<b>DS (Departmental Service)</b>	Department Service Permits are valid in any service stall (i.e. the stall does NOT have to be marked for departmental use only), unmarked stalls, and AR/Reserved stalls. Must obey time limits posted in service stalls where applicable. Must be displayed with personal UCIMC parking permit. Supplemental permit not required.

<b>VS (Vendor Service)</b>	Valid in Service parking stalls and Department Service Permit stalls.
<b>MXA (Motorcycle)</b>	Valid in Motorcycle parking stalls.
<b>Daily</b>	Daily permits from the Medical Center are NOT accepted at the main UC Irvine campus.

If you have questions regarding parking permit reciprocity, please call the campus Transportation and Distribution Services Office at (949) 824-PARK or e-mail [parking@uci.edu](mailto:parking@uci.edu).

More information can be found at UCI Transportation and Distribution Services, <http://www.parking.uci.edu/permits/reciprocity.cfm>.

Information regarding parking for patients and visitors at UCIMC can be found here, <http://www.ucirvinehealth.org/patients-visitors/parking>.

## 1.6 TERMINOLOGY

This section sets forth the guidance on terminology going forward in this manual.

From here forward, the University of California Irvine Medical Education Simulation Center may be referred to as the “center,” or “simulation center.”

Below is a list of commonly used terminology in healthcare simulation. Please note that not all terms will be used in this manual.

### ASSESSMENT

A judgment on whether someone’s performance reaches a certain level, measured against criteria.

### COLLABORATION

The process where two or more people or organizations work together to realize shared goals.

### COMMUNICATION

The exchange of thoughts, messages, or information.

### COMPETENCY

Having a state or quality of being adequately or well qualified to do a job properly.

### CONFEDERATE

An individual other than the patient who is scripted in a simulation to provide realism, additional challenges, or additional information.

## COURSE

A group of inter-related sessions on/or around the same topic

## CRISIS RESOURCE MANAGEMENT

Originally defined by the airline industry as “crew resource management,” promotes safety through the use of both non-technical skills: teamwork and communication, with that of the technical skills.

## DEBIEF(ING)

This is a conversation that typically revolves around a particular session for the purpose of examining and reflecting behavior and/or performance.

## EDUCATION

It is the broadest means through which the aims and habits of a group of people from one generation to the next.

## EDUCATIONAL THEORY

The theory of education that guides, explains, or describes educational practice.

## ELECTRONIC EDUCATIONAL ENVIRONMENT (EEE)

The learning management system for staff and students at University of California Irvine.

## FACILITATION

Term used to describe an activity which makes tasks for others easy, or tasks that are assisted.

## FELLOWSHIP

A period of training that a physician can undertake after completing a residency program.

## LEARNING

Acquiring new or modifying existing, knowledge, behaviors, skills, values, or preferences.

## PERSONALLY IDENTIFIABLE INFORMATION

Data used to distinguish individual identity. Examples include: name, address, email, phone number, inpatient record number, social security number, driver’s license number, date of birth, etc...

## RESEARCH

Creative work undertaken systematically to increase the stock of knowledge. It is often used to confirm facts, reaffirm results, or refute facts.

## SCENARIO (AKA SIMULATED CLINICAL EXPERIENCE)

The pre-determined schedule of events that has planned and programmed to assist in achieving learning outcomes/goals

SESSION

Is a group of one or more scenarios followed by a debriefing

SIMULATED PARTICIPANT

The student or learner involved in the simulation.

SIMULATED PATIENT (STANDARDIZED PATIENT)

An individual who is trained to act as a real patient in order to simulate a set of symptoms or problems.

SIMULATION

The imitation of the operation of a real-world process or system over time.

SIMULATION CENTER

An institution designed to conduct simulation, simulated events, debriefings, and educational activities.

SIMULATION AREAS

This is defined as the ED/OB, Ward, ICU, and OR simulation space

STRESS

The feeling of strain and pressure, feelings of anxiety and being overwhelmed.

STUDENT

A learner or someone who attends an education activity.

Additional Reference

Healthcare Simulation Dictionary (<http://www.ssih.org/Dictionary>)

**1.7 FOOD AND DRINK POLICY**

There should be absolutely no food items (solid or liquid) in the simulation areas (defined in Sec 1.8). All food is restricted to the debriefing room (debriefing room #1). This includes coffee or other liquids with lids and in spill proof containers. Moreover, there will never be food or drink being transported through the simulation space.

Instructors and SPs helping to run simulation sessions may have food and drink in the control room. All food and drink must remain on the back cabinet and away from computers.

This policy also applies to group/organization/department sessions where outside food is brought in.

It is the responsibility of the group/organization/department to clean up foodstuff and any paper wear after their session. Large items such as catering boxes, cake boxes, coffee containers, and or bagel containers or cream or dairy based foodstuff must be taken to the dumpster on level one and not be left in the simulation center debriefing room.

#### 1.7.1 Failure to Comply

First offense, the group/organization/department will be notified, by Director of Operations, of breach in policy and the food and drink policy will be reiterated.

Second offense, the group/organization/department will be notified, by Director of Operations, of breach in policy and the food and drink policy will be reiterated. A Cc will be sent to the Director.

Third offense, the group/organization/department will be notified that, going forward, they will not be allowed to bring food or drink into the simulation center.

### 1.8 COMPUTER USE POLICY

#### *Debriefing Room Computers*

The computers in the debriefing rooms are there to function to facilitate learning (i.e. video review/debriefing, and presentations). The computer systems will only be used by staff and instructors. The use needs to be directly related to their position at UCI, and not to be used for personal enjoyment/business. This includes, but not limited to: social media, personal email, other business entity work, identified gaming websites, pornographic materials, and banking or other business not pertaining to the user's position at UCI.

See UC Office of the President Information Technology User Agreement  
<http://www.ucop.edu/information-technology-services/policies/ucop-it-policies-and-guidelines/acceptable-use-of-ucop-electronic-information-resources.html>

Students should not be using the computer or teleconference equipment in the room within advanced permission and coordination with the simulation staff.

#### *Control Room Computers*

The computers in the control room are there to function to facilitate operation and coordination of simulation functions. The computers in the control room require UCINetID for log in (exception, there are 2 designated non-UCINet ID computers for external instructor use). The use needs to directly relate to their position at UCI, and not to be used for personal enjoyment/business. This includes, but not limited to: social media, personal email, other

business entity work, identified gaming websites, pornographic materials, and banking or other business not pertaining to the user's position at UCI.

Any use, in part or totally, are subject to campus policies and practices concerning electronic communication (Sec. 714-18: Computer Network Use Policy). Any violation of these practices may result in denial of use of simulation center computer equipment or denial of the right to utilize the simulation center. Violations are subject to Federal Electronic Communication and Privacy Act of 1986, and/or California Penal Code section 502 (Computer Crime).

This includes the laptops designated for the simulators.

#### *Task Training Room Computers*

The UCI supplied laptops located in the task training room are to remain in there at all times. These laptops will not be borrowed by any internal or external organization. The laptops are designated for HeartCode © as a primary function. At the direction of the Director of Operations, the usage of laptops for other internal purposes may be applied.

#### *Personnel Computers*

Computers are designated for personnel to complete their day-to-day task in accordance with their job descriptions. All employees will comply with and are subject to campus and UC policies. Any use, in part or totally, are subject to campus policies and practices concerning electronic communication (Sec. 714-18: Computer Network Use Policy). Any violation of these practices may result in denial of use of simulation center computer equipment or denial of the right to utilize the simulation center. Violations are subject to Federal Electronic Communication and Privacy Act of 1986, and/or California Penal Code section 502 (Computer Crime).

### **1.9 SIMULATION CENTER USE**

Use of the Simulation Center, including debriefing rooms and task training room are by appointment only. Scheduling may be obtained by contacting the Simulation Program Office or by submitting a request on-line.

At this time there are no general open lab hours.

In general, any activity scheduled must contain medical simulation and/or task training to some degree. The Simulation Center is considered an active learning environment.

Determinations are made by the Simulation Program Office.

### **1.10 STUDENT STUDY SPACE**

It is the policy of this center to dissuade the use of the simulation center facilities for non-simulation related activities. In the event that the all the student allocated study space is



occupied, then the debriefing room #1 may be used as a contingency study area for the students if the following conditions are followed:

1. There are no simulation sessions or courses or internal simulation meeting scheduled
2. Requestor will request usage to the simulation program office prior to approval
3. Requestor understands that they will pick up/clean up after themselves, all foodstuff trash needs to be deposited in the outside trash receptacle
4. Hours of availability will vary; however, will always end at 1700, unless prior arrangements have been made with the simulation program office.
5. The requestor will not use the teleconference/computer equipment in the room without prior approval.

### **1.11 DRESS CODE**

#### Students

Participants will dress professionally (business casual) and wear white coats. *No shorts, hats, beachwear, or flip-flops are allowed in the simulation center.*

*UCI School of Medicine Student Handbook:*

It is recommended that male students wear a dress shirt, collar and tie and female students dress in a neat and professional manner. All students are required to wear a lab coat and their student physician nametag. Students are to introduce themselves as medical students.

#### Residents

Dress professionally (business casual) or clean scrubs (if applicable) and wear white coats. *No shorts, hats, beachwear, or flip-flops are allowed in the simulation center.*

#### Nursing Students

Participants will dress in the prescribed uniform scrubs with visible identification unless otherwise specified by instructor. *No shorts, hats, beachwear, or flip-flops are allowed in the simulation center.*

#### Instructors/Staff (incl. Simulation Fellows)

Dress professionally (business casual) or clean scrubs (if applicable) and wear white coats. Instructors will wear applicable identification badges  
*No shorts, hats, beachwear, or flip-flops are allowed in the simulation center.*

### **1.12 ACCESS TO INFORMATION**

Because UCI is a public university, much of what we do is subject to the taxpayers' scrutiny. Many documents, particularly financial documents, are public records, open to inspection by any member of the public during all business hours. Such information disclosure is regulated by the California Public Records Act. At the same time, state and federal laws protect certain personal records and documents.

There are also certain Family Educational Rights and Privacy Act (FERPA), <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> regulations that come into play when dealing with students and records. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

A Student is any individual who has been admitted to and has enrolled in, or registered with, any academic program of the University. For purposes of clarification, "registered with an academic program of the University" occurs at the time of submission of the applicant's Statement of Intent to register form.

Additional information can be found at <http://www.policies.uci.edu/adm/procs/700/720-10.html>

The staff of the Medical Education Simulation Staff will follow the media relations and information access policy as described in Appendix 2

### **1.13 ILLNESS**

#### Student/Learner Illness

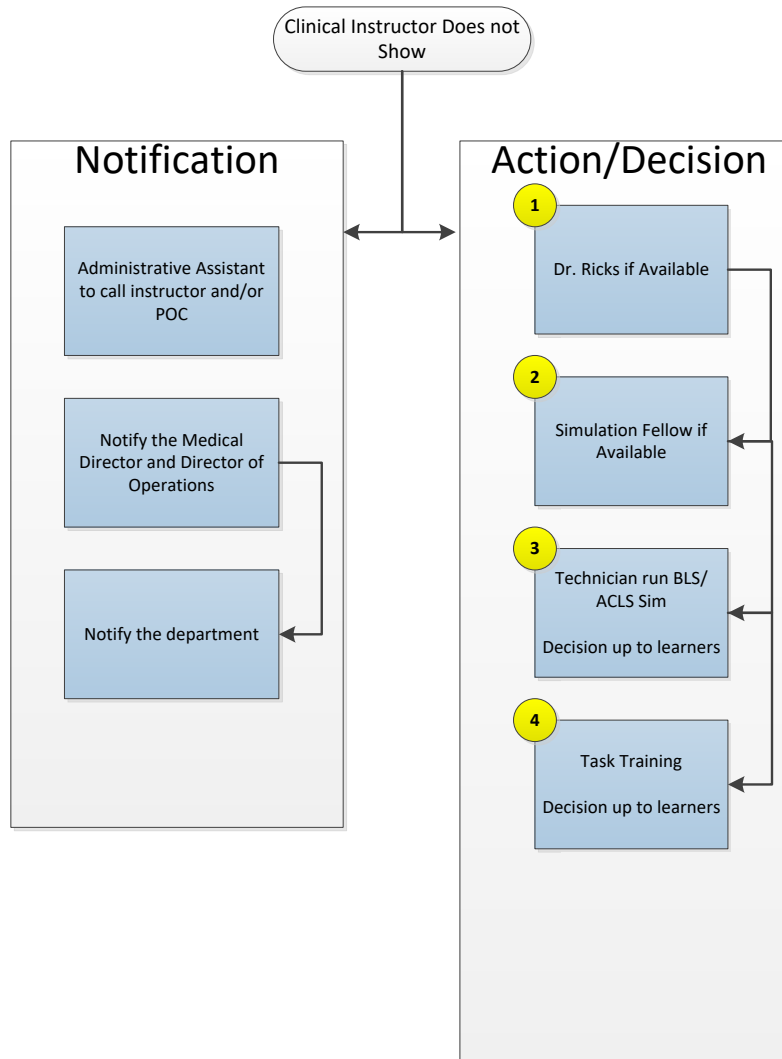
If a student presents themselves to the Director, Medical Student Simulation or any of the designated instructors as being ill. That student will be dismissed from the medical simulation. The simulation staff will notify the course director that the student left the session due to illness. There will be no makeup simulations due to illness. The simulation staff may be able to work the student into another simulation day. (e.g. the student was sick for Tuesday's CV Physiology simulation – the simulation staff may be able to get them in to Thursday's CV Physiology simulation)

Staff/Instructor Illness

The staff will notify the Director of Operations via email, text, or phone call correspondence in the event that they “call out sick.” Sick leave in excess of 3 business days will be required to submit satisfactory proof of inability to work, via physician’s note. (UC Policy 2.210 Absence from Work)

It is the instructor’s duty to call the simulation center as far in advance as possible if the instructor cannot make the session. The simulation center will attempt to find an instructor replacement. If no replacement can be found, the simulation session will be cancelled. At no time will the session commence without an instructor/facilitator.

**Instructor No SHOW Contingency**



## 1.14 ALCOHOL AND SUBSTANCE ABUSE POLICY

### Staff

The University of California recognizes drug and alcohol dependency as treatable conditions and offers Employee Support Programs for University employees with substance-dependency problems, Employees are encouraged to seek assistance for drug- and alcohol-related problems and may request leaves of absence for this purpose, in addition to using approved vacation or sick leave, or attending Employee Support Programs outside regular working hours. Information obtained regarding an employee during participation in an Employee Support Program will be treated as confidential.

The University strives to maintain a workplace free from the illegal use, possession; or distribution of controlled substances [as defined in schedules I through V of the Controlled Substances Act, 21 United States Code 812, as amended]. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by University employees in the workplace or on University business is prohibited. In addition, *employees shall not use illegal substances or abuse legal substances in a manner that impairs performance of assigned tasks.*

Special requirements for employees engaged on Federal contracts and grants:

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that University employees directly engaged in the performance of work on a Federal contract or grant shall abide by this Policy as a condition of employment and shall notify the University within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. The University is required to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction and to take appropriate corrective action or to require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

*Employees found to be in violation of this Policy may be subject to corrective action, up to and including dismissal, under applicable University policies and labor contracts, or may be required, at the discretion of the University, to participate satisfactorily in an Employee Support Program.*

### Student

The School of Medicine recognizes substance abuse/chemical dependence is a potentially treatable condition. The school also recognizes that physician impairment constitutes a serious breach of professional conduct that has significant potential consequences with respect to patient safety. The school further recognizes that student participation in substance abuse or unlawful behavior involving drugs or alcohol may place their ability to obtain a license to practice medicine in jeopardy.

Accordingly, the School of Medicine adheres to the following policies pertaining to substance abuse and chemical dependence:

1. Any medical student with suspected substance abuse/ chemical dependence as reported by themselves, peers, faculty, or staff, or who receive a substance abuse related charge such as driving under the influence, public intoxication, or sales or illegal distribution of alcohol or drugs, shall be immediately placed on an interim investigatory leave.
2. If the student is found to have engaged in substance abuse or unlawful behavior related to drugs or alcohol they will be referred to the Committee on Promotions and Honors for consideration of disciplinary action under the provisions of the professional conduct policies pertaining to student academic standing. Such disciplinary action may include a recommendation for disqualification from the School of Medicine or placement on professional conduct probation status.
3. In addition all students who have direct patient care responsibilities (third and fourth year students) will be required to undergo a “fitness for duty” assessment by the School of Medicine psychologist or psychiatrist prior to removal from leave status.
4. At its discretion, the Committee on Promotions and Honors may also require students who do not have direct patient care responsibilities (first and second year students) to undergo a determination of need for substance abuse related treatment to be performed by the School of medicine psychologist or psychiatrist.
5. All students who are referred for substance abuse related treatment must complete all substance abuse treatment recommendations and comply with all aftercare and random testing requirements that are prescribed for the full duration of their enrollment in the School of Medicine
6. All students who undergo treatment and monitoring for substance abuse will have this documented in their Medical Student Performance Evaluation (Dean’s letter).
7. Any student who fails to comply with the provisions of their assessment, treatment or aftercare as outlined above, or who have a positive test for alcohol or drugs during their aftercare program will be subject to immediate disqualification from the School of Medicine
8. The policies above will in no way preclude the School of Medicine from initiating additional disciplinary procedures should the student’s alcohol or substance abuse related conduct have violated any University Policies on conduct and discipline.

## 1.15 DISABILITY

### 1.15.1 General

The UC Irvine Medical Educational Simulation Center will make attempts for reasonable accommodation for an employee, student, or visitor’s disability as annotated in [PPSM-81: Reasonable Accommodation](#).

<b>What you, the employee, should do</b>	<b>How you should do it</b>
--	-----------------------------

1	Request a reasonable accommodation	<ol style="list-style-type: none"> <li>1. Inform your supervisor of your need for a reasonable accommodation in one of the following ways: <ul style="list-style-type: none"> <li>• in person</li> <li>• by email</li> <li>• by telephone</li> </ul> </li> </ol>
2	Provide medical documentation from a licensed healthcare practitioner	<ol style="list-style-type: none"> <li>1. Submit a physician statement to your supervisor that defines your physical limitations.</li> </ol>
3	Contact the Disability and Rehabilitation Consultant	<ol style="list-style-type: none"> <li>1. Telephone (949) 824-9756 or</li> <li>2. E-mail <a href="mailto:wcdm@uci.edu">wcdm@uci.edu</a></li> </ol>
4	Meet with the Disability & Rehabilitation Consultant and your supervisor	<ol style="list-style-type: none"> <li>1. Attend the interactive meeting between the Disability &amp; Rehabilitation Consultant and your supervisor at an agreed upon location.</li> <li>2. Participate in identifying a reasonable accommodation.</li> </ol>

Students with disabilities who request or qualify for reasonable accommodations must have the appropriate documentation on file at the UCI Disability Services Center (DSC). This documentation is confidential. UCI-DSC is responsible for determining the appropriate accommodations after consultation with the student. In rare cases when adjustments in academic requirements may be appropriate, the Disability Services Center consults with the academic department or school for proper review.

Students are responsible for directly contacting their instructors during the first week of each quarter to identify themselves, the nature of their disability, and accommodation needs. Students are not expected or required to provide faculty with detailed documentation about their disabilities; in fact, from a legal standpoint, it is strongly advisable that faculty not expect or request such detailed documentation from the student. It is, however, appropriate for faculty to request the student to provide verification from DSC as to the fact that he/she is registered with ODS and the required accommodations for the course.

#### 1.15.2 Staff

What you, the employee, should do	How you should do it
<p>1 Report the injury / illness to your supervisor</p>	<p>1. Inform your supervisor of your work-related injury or illness in one of the following ways:</p> <ul style="list-style-type: none"> <li>• in person</li> <li>• by telephone</li> <li>• by email</li> </ul> <p>2. If your injury or illness developed gradually, such as tendonitis or hearing loss, report it as soon as you learn it was caused by your job. Immediate action will prevent delays in receiving benefits as well as the medical care you may need to avoid further injury.</p> <p>If the University does not learn of your injury <b>within 30 days</b>, you could lose your right to receive workers' compensation benefits.</p>
<p>2 If necessary, obtain immediate medical attention</p>	<p>1. Treatment may be provided at one of the following clinics by having your Supervisor or Department Administrator contact the clinic directly:</p> <ul style="list-style-type: none"> <li>• <b>Newport Urgent Care</b>, Newport Beach (949) 752-6300 (located off campus, <a href="#">map</a>)</li> <li>• <b>Occupational Health Clinic</b>, Orange (714) 456-8300 (at UCI Medical Center, <a href="#">map</a>)</li> <li>• <b>ProCare Work Injury Center</b>, Irvine (949) 752-1111 (located off campus, <a href="#">map</a>)</li> <li>• <b>Kaiser Occupational Health Center</b>, Santa Ana (714) 830-6660 (located off campus, <a href="#">map</a>)</li> <li>• <b>East Edinger Urgent Care</b>, Santa Ana (714) 541-8464 (located off campus, <a href="#">map</a>)</li> <li>• <b>Occupational Services</b>, Long Beach (562) 933-0085 (located at Long Beach Memorial Hospital, <a href="#">map</a>)</li> </ul> <p>2. If you are unable to seek medical attention at one of these clinics, contact the Workers' Compensation Unit, at (949) 824-9152, for clinic referral.</p>

		In the event a Supervisor or Department Administrator is not available go directly to the clinic.
3	Submit an Incident Report	<p>1. • Report a work-related injury/ illness using <b>one</b> of the options below:</p> <ul style="list-style-type: none"> <li>• Online - complete each section of the <a href="#">Incident Report</a> online to report any incident/ accident/ injury or illness arising out of and in the course of your employment.</li> <li>• Telephonic - report any incident/ accident/ injury or illness arising out of and in the course of your employment by calling 1-877-6UC-RPRT (1-877-682-7778) to submit an incident report. You will be connected to a call center for Sedgwick CMS, our Insurance Administrator. Note: the call center can accommodate employees speaking a language other than English.</li> </ul> <p>If you are unable to complete either option, your supervisor must complete it on your behalf.</p>
4	If only reporting an incident/ accident, keep the DWC-1 claim form for your records	<p>1. Your supervisor must provide you with the <a href="#">Claim for Workers' Compensation Benefits form (DWC-1)</a></p> <p>2. If you are <b>NOT</b> pursuing a workers' compensation claim, keep the DWC-1 for your records.</p> <p>If you decide at a later time to pursue a claim for workers' compensation benefits complete the claim form and return it to your supervisor.</p>
5	If initiating/ pursuing a claim, complete and sign the employee portion of the DWC-1 claim form	<p>1. You can obtain the <a href="#">Claim for Workers' Compensation Benefits form (DWC-1)</a> from your supervisor or from the Workers' Compensation unit in Human Resources.</p> <p>2. Complete the 'Employee' section, lines 1 through 8 of the DWC-1 form.</p> <p>3. Describe your injury or illness completely. Include <b>every</b> part of your body affected by the injury/ illness.</p> <p>4. Make a duplicate of the form for your records.</p> <p>5. Return the original form to your supervisor for further completion and your supervisor will forward to the Workers' Compensation Unit.</p>



		<p>6. By returning the form you are <b>actually filing a claim</b>. This notifies the employer that you, the employee, are pursuing workers' compensation benefits.</p> <p>Only complete the DWC-1 if you are filing a claim for workers' compensation benefits, including obtaining medical care from one of our doctors.</p>
6	Notify EH&S of a work-incurred hospitalization or work-incurred death	<p>1. If an employee is hospitalized for 24 hours or more, the department must immediately inform EH&amp;S at (949) 824-8024 and provide:</p> <ul style="list-style-type: none"> <li>• Time and date of accident;</li> <li>• Employer's name, address and telephone number;</li> <li>• Name and job title, or badge number of person reporting the accident;</li> <li>• Address of site of accident or event;</li> <li>• Name of person to contact at site of accident;</li> <li>• Name and address of injured employee(s);</li> <li>• Nature of injury;</li> <li>• Location where injured employee(s) was (were) moved to;</li> <li>• List and identity any other law enforcement agencies present at the site of accident; and</li> <li>• Description of accident and whether the accident scene or instrumentality has been altered.</li> </ul> <p>2. Work-incurred deaths must be reported immediately to EH&amp;S at (949) 824-6200, as required by <a href="#">California Division of Occupational Safety and Health</a>.</p>

Disability Checklist:

<http://apps.adcom.uci.edu/cms/public/HumanResources/WorkersCompensation/DisabilityChecklist.pdf>

### 1.16 OCCUPATIONAL EXPOSURE AND INJURIES

All University of California, Irvine employees have the right to a safe and healthful workplace. Environmental Health & Safety (EH&S) ensures that UCI complies with applicable health, safety and environmental laws, regulations and requirements; and, that activities are conducted in a

manner that protects students, faculty, staff, visitors, the public, property, and the environment. UCI is committed to excellence in health, safety and environmental performance and strives to achieve:

- Zero injuries or illnesses
- Zero environmental incidents
- Zero property loss or damage

See Section 2.2, Policies and guidelines, also <http://www.ehs.uci.edu/>

Report an Injury (<https://www.ehs.uci.edu/apps/hr/>)

The Medical Educational Simulation Center is not a functional patient care environment, thus does not have the same requirements as a clinical environment.

The simulation center does have a number of hazards that are accounted for. The occupational exposure and injuries located in the Medical Education Simulation Center are:

Risk
Sharps (needles/scalpels)
Sani-Wipes
Compressed Oxygen
Compressed Nitrogen
Compressed Carbon Dioxide
Fall Risk
Crush Risk
Musculoskeletal Injury Risk
Ergonomic Risk
Slip Risk

### 1.17 MEDICAL EMERGENCIES

The Medical Education Simulation Center is not a patient care environment and does not stock the necessary equipment to handle the myriad of medical emergencies that could potentially exist. In general, any medical emergency, **the simulation center staff will activate emergency medical services by calling 9-1-1** and providing as much information as they can over the telephone. Simulation staff may provide lay-person care only.

Simulation staff may hand out Band-Aids® upon request only.

### 1.18 REQUIRED COURSE AND EVENT ACKNOWLEDGEMENT

The Medical Education Simulation Center will be acknowledged in all photographs, research, abstracts, publications, presentations where the Medical Education Simulation Center had a part.

The simulation center shall be acknowledged as “University of California Irvine Medical Education Simulation Center.” *Any and all photographs, research, abstracts, publications, presentations, where the Medical Education Simulation Center had a part, will be submitted minimum two (2) months prior to external customer reveal to the Director, Medical Education Simulation Center.* This is to ensure that the Medical Education Simulation Center has quality representation and is in the best interest of both the School of Medicine, and the Medical Education Simulation Center.

Non-faculty use of the Medical Education Simulation Center or UC Health branding or presentations that have or implicate the UC Irvine Medical Education Simulation Center will require approval by the medical director or director of operations.

### **1.19 BRAND USE POLICY**

The Medical Education Simulation Center will be acknowledged in all photographs, research, abstracts, publications, presentations where the Medical Education Simulation Center had a part. The simulation center shall be acknowledged as “University of California Irvine Medical Education Simulation Center.” *Any and all photographs, research, abstracts, publications, presentations, where the Medical Education Simulation Center had a part, will be submitted minimum two (2) months prior to external customer reveal to the Director, Medical Education Simulation Center.* This is to ensure that the Medical Education Simulation Center has quality representation and is in the best interest of both the School of Medicine, and the Medical Education Simulation Center.

The simulation center logo has been approved by UCI Strategic Communications and meets all required branding rules.



Any branding of the simulation center logo will be approved prior to use by the simulation center

### **1.20 PRIVACY**

The UC Irvine Medical Simulation Center abides by and follows UC Irvine and UC Office of The President policies regarding privacy. We do abide by HIPAA and FERPA where ever applicable.

We will, on occasion, collect personal information from a variety of sources for simulation and/or curriculum operations to include: name, address, contact details, gender, and occupation. We reserve the right to use the information collected for the specific primary purpose it was collected. We do not sell or distribute the collected information to third party or marketing agencies.

### **1.21 POLICY AND PROCEDURE MANUAL UPDATE**

The policy and procedure manual will be updated, at a minimum, yearly by the Director of Operations or designee to reflect current operations. This is done in July each year.

#### **1.21.1 Mid-cycle Update**

If a policy needs revision during the academic year, an interim policy will be drafted, approved, and signed. Once the annual update occurs, the interim policy will be added to the policy and procedures manual and no longer will be considered interim.

**SECTION 2**  
**ADMINISTRATION AND PERSONNEL**

## 2.1 PERSONNEL

Personnel allowance for the Medical Education Simulation Center is currently a total of 4.4 FTE for all positions:

The **Medical Director** (0.4 FTE) will report to the Vice Dean, Medical Education. Ensures that the center direction and curriculum is aligned with the mission and educational objectives of the School of Medicine and meets the needs of the faculty and learners. He/She develops the strategic plan and budget and oversees its implementation in coordination with the Director of Operations. He/She forges partnerships within and external to the School of Medicine to increase utilization and ensures all simulation curriculum is developed in alliance with organizational risk reduction policies and aimed at improving patient safety.

The **Director of Operations** (1.0 FTE) will report day-to-day to the Medical Director. The director of operation's reporting chain is the chief administrative officer, Medical Education. Director of Operations maximize the center's performance by managing daily operations and implementing organizational strategies to improve efficiency, quality, and teamwork. The Director of Operations will also serve as the operational, fiscal, human resource, and strategic advisor to the Director. Develops the strategic plan and budget and oversees its installation. In the case the Director is not available, the Director of Operations will serve as his/her representative in matters related to education, research and administration.

**Simulation Specialists** (2.0 FTE) and **Administrative Assistant** (1.0 FTE) will report to the Director of Operations. The simulation specialists and administrative assistant positions are not deemed supervisory positions and do not have direct reports; therefore, no one specialist is ahead or above the other staff. Simulation Specialists provide technical and instructional support for the day – to - day operations and is responsible for operating and maintaining sophisticated high, mid, and low fidelity simulation equipment, audio - visual equipment, and computer equipment. The Simulation Operations Specialist will work in collaboration with department Director, experiential learning specialists, clinical educators, information services/information technology, and other identified stakeholders.

All simulation staff will interact or have the potential to interact with faculty and instructor personnel. Once a simulation session is scheduled, the specialist assigned will have direct contact with that instructor to ensure that the necessary preparatory work for the session is complete to include email correspondence with the instructor concerning scenarios and media files. The simulation specialists will also interact with the students during their initial orientation to the simulation center, as "confederates," voice of the patient, or as staff of the simulation center. The administrative assistant is the gatekeeper into the organization. This position interacts with both faculty/instructors and students on a routine basis for the purpose of coordination and scheduling.

*All interactions between staff and faculty, staff and instructors, staff and outreach group, and staff and students will be in a professional manner only.*

## 2.2 POLICIES AND GUIDELINES

All employees are governed by policies and procedures.

*UC Office of the President Personnel Policies for Staff Members*

University staff members make valuable contributions in supporting the University's overall mission of education, research, public service, and patient care. Managers and senior professionals provide leadership and professional expertise at the highest levels to major University units, programs or fields of work, and are accountable for their areas of responsibility. Positions at this level are responsible for identifying objectives, formulating strategy, directing programs, managing resources, and functioning effectively with a high degree of autonomy. Professional and support staff provides administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise, or are responsible for providing clerical, administrative, technical, service, and maintenance support for University departments, programs, and fields of study.

As public sector employees, University of California staff is considered to be employed by statute. The provisions contained here and in implementing policies and procedures at University locations are designed to inform employees about the expectations and entitlements of the University with regard to their employment. The University reserves the right to amend, modify, or delete these policies at any time and they supersede all previously issued University staff personnel policies.

***UC Irvine Administrative Policies and Procedures***

*<http://www.policies.uci.edu/policies/index.html>*

## 2.3 UNION CONTRACTS

The **Simulation Specialist** is a unionized position (union-represented employee) under contract for Research Support Professionals Unit (RX) University of California and the University Professional and Technical Employees (UPTE).

For current contract, please click [here](#)

The **Director of Operations** is a unionized position (union-represented employee) under contract for Research Support Professionals Unit (RX) University of California and the University Professional and Technical Employees (UPTE).

For current contract, please click [here](#)

The **Administrative Assistant** is a unionized position (union-represented employee) under contract for Technical Unit (TX) University of California and the University Professional and Technical Employees (UPTE).

For current contract, please click [here](#)

## 2.4 PERSONNEL AND HUMAN RESOURCE CONTACTS

UC Irvine Health Sciences  
Human Resources  
19722 MacArthur Blvd  
Irvine, CA 92612  
Email us at [hshr@uci.edu](mailto:hshr@uci.edu).  
Call us at 949-824-7300.

**Michelle Quint**  
Executive Director  
Phone: 949-824-9083, 714-456-7813  
Email: [mquint@uci.edu](mailto:mquint@uci.edu)

**Kristie Heck**  
Specialized Services  
Phone: 714-456-3646  
Email: [kheck@uci.edu](mailto:kheck@uci.edu)

**Shraddha Patel**  
Talent Acquisition Consultant  
Phone: 949-824-0367  
Email: [shraddhp@uci.edu](mailto:shraddhp@uci.edu)

Health Sciences Human Resource Department Assignments  
<http://www.som.uci.edu/hr/pdf/department-assignments.pdf>

## 2.5 JOB DESCRIPTIONS

2.5.1 Medical Director/Associate Medical Director

2.5.1.1 See Appendix 3

2.4.2 Director of Operation

2.4.2.1 See Appendix 3

2.5.3 Program Manager/Administrative Assistant

2.5.3.1 See Appendix 3

2.5.4 Simulation Specialist

2.5.4.1 See Appendix 3



## **2.6 PERFORMANCE STANDARDS**

### 2.6.1 Program Manager/Administrative Assistant

2.6.1.1 See Appendix 6

### 2.6.2 Simulation Specialist

2.6.1.2 See Appendix 6

## **2.7 GRADUATION ACTIVITIES**

The staff is required to participate in graduation activities in late-May/early June on an annually basis as determined and assigned by the Medical Education steering committee or administration. Overtime will be granted on a case-by-case basis. Comp time will be granted. School of Medicine graduation is considered a work day.

## **2.8 SIMULATION PRECEPTORSHIP**

2.8.1 The Medical Education Simulation Center does offer a simulation preceptorship on an as-is requested basis. The preceptorship is designed to immerse the individual in many aspects of medical simulation. During this preceptorship, the learner will have ample time to watch medical simulation of medical students and residents. Other events that are typically scheduled (subject to change):

- Simulation Instructor Course
- Meeting with Sr. Assoc. Dean of Academic Affairs and Chief Administrative Officer, Medical Education
- Meeting with Clinical Skills Staff
- Observation of OSCE testing
- Meeting with Nursing and tour of Nursing Simulation
- Travel to another Simulation center for tour

2.8.2 Scheduling occurs on a case-by-case basis and determined by the Director of Operations

2.8.3 The Director, with council of the Director of Operations, will make determination to allow preceptorship

2.8.4 Operations

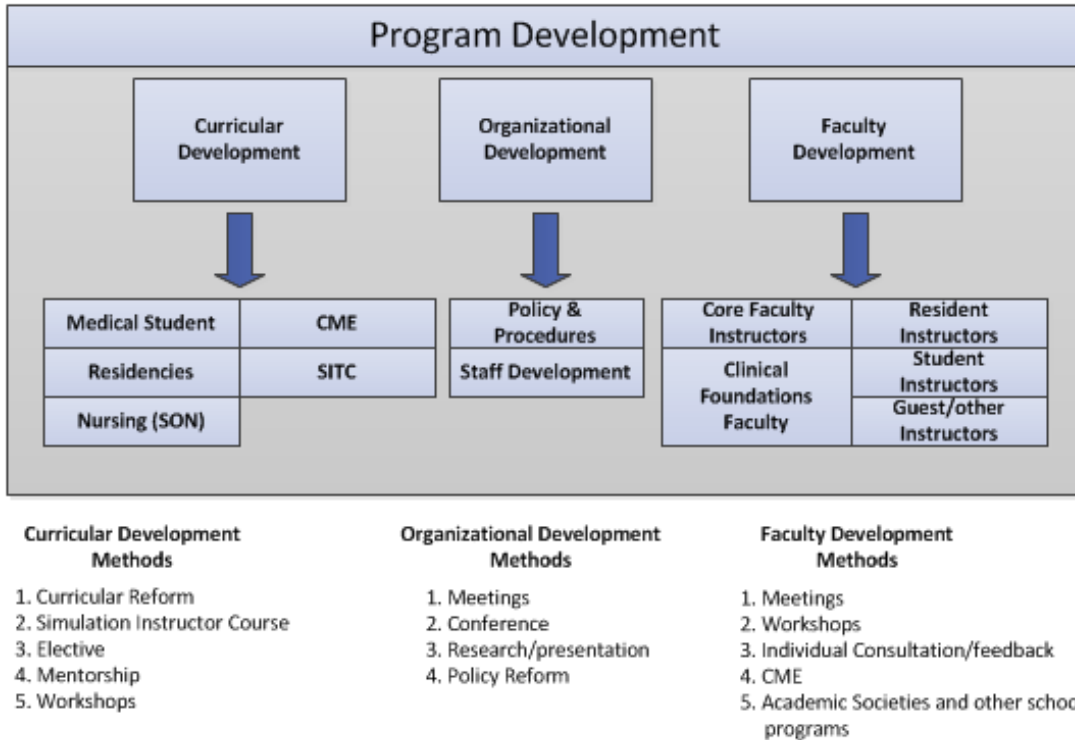
2.8.4.1 Director of Operations will determine the schedule for the preceptorship and provide overall management of program.

2.8.4.2 If CEU/CE/CME are requested, the administrative assistant will work with the CME office to setup and manage that function.

2.8.4.3 Simulation Specialists will train, to the extent possible, and incorporate the preceptee in medical simulations and other activities.

## **2.9 PROGRAM DEVELOPMENT**

The simulation center provides for overall program development, generally, in the following ways:



### 2.9.1 Curricular Development

The simulation center provides curriculum development to various stakeholders at different levels of interaction. A few of the curricular development methods that we routinely use at the center include: curricular reform, SITC, elective opportunities, mentorship opportunities, and workshops.

### 2.9.2 Organizational Development

The simulation center provides organizational development to through the various policies and procedures set in place from the Simulation Program Office and the directors. A few of the organizational development methods that we routinely use at the center include: staff meetings, strategic planning meetings, research and presentation, and policy reform.

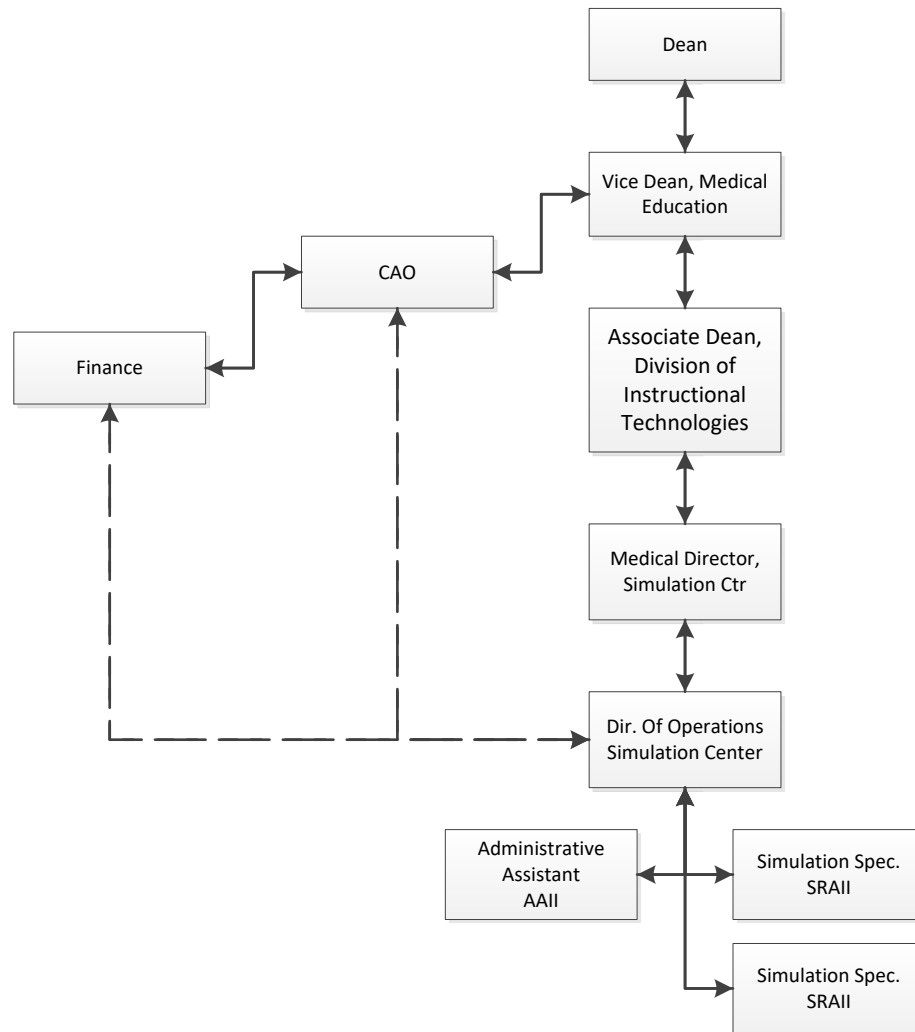
### 2.9.3 Faculty Development

The simulation center provides faculty development to faculty designated as simulation instructors. A few of the faculty development methods that we routinely use at the center include: meetings, SITC, and individual evaluation and feedback

## 2.10 SUPPORT STAFF AND CONTACT INFORMATION

Name	Position	Contact Number	Email	Room/Office
Cameron Ricks	Medical Director	Cell 858-344-4806	<a href="mailto:cricks@uci.edu">cricks@uci.edu</a>	2118
Keith A. Beaulieu	Director of Operations	Cell 951-616-9263	<a href="mailto:kbeaulie@uci.edu">kbeaulie@uci.edu</a>	2118
Ryan Gouras	Simulation Specialist	Cell 253-797-2451	<a href="mailto:gourasr@uci.edu">gourasr@uci.edu</a>	2120
John Vicente	Simulation Specialist	Cell 949-307-1986	<a href="mailto:jrvicent@uci.edu">jrvicent@uci.edu</a>	2120
Danica Rogacion	Administrative Assistant	Cell 714-864-4718	<a href="mailto:rogaciod@uci.edu">rogaciod@uci.edu</a>	2118
Shaun Langer	Chief Admin Officer Med Ed	Office 949-824-1567	<a href="mailto:slanger@uci.edu">slanger@uci.edu</a>	1021
Sue Ahearn	Building Manager	Office 949-824-4634	<a href="mailto:csahearn@uci.edu">csahearn@uci.edu</a>	2100A
Carly Nguyen	Medical Education Financial Analyst	Office 949-824-5798	<a href="mailto:Carlyn@uci.edu">Carlyn@uci.edu</a>	1025
Nguyen Q. Nguyen	IT and Computer Support	Office 949-824-1215	<a href="mailto:Nqnguye1@uci.edu">Nqnguye1@uci.edu</a>	3127

### 2.10.1 Flow of Information



### 2.11 OVERTIME POLICY

This policy is governed by the University of California’s human resource policies. Policies PPSM-31: *Hours of Work* and PPSM-32: *Overtime*.

In general, overtime is authorized for CME or fee-based services held after normal duty hours or on weekends. Comp time will be given for additional work for extended duty hours<sup>1</sup>. This will be authorized by the director of operations.

### 2.12 ORGANIZATIONAL CHART

See Section 1: General Information and Policies, 1.2 Governance

<sup>1</sup> This will be based on what the employee has elected; overtime versus comp time.

## 2.13 HIRING AND ORIENTATION

All hiring practices follow UC Irvine and the UC system's policies regarding hiring of employees. The Director of Operations will initiate the hiring process after authorization and approval from Medical Education. The director of Operations will work closely with the Medical Education Chief Administrative Officer and the HR personnel at the dean's office to establish the job description and post the position on hiring manager.

UC Irvine maintains a non-discrimination in employment policy (Policy 12), <http://www.policies.uci.edu/pps/pps12.html>

Affirmative Action Policy (Policy 14), <http://policy.ucop.edu/doc/4010392/PPSM-14>

Recruitment Policy (Policy 20), <http://policy.ucop.edu/doc/4010393/PPSM-20>

Employees to the Medical Education Simulation Center, on their first day, will be given a binder that contains the following information and forms:

Welcome Letter from Director of Operations Simulation Center Mission Statement
<u>Section 1</u> New Employee Checklist Orientation Checklist
<u>Section 2</u> Job Description Performance Standards
<u>Section 3</u> Substance Abuse Policy Absence from Work: Leaves Related to Life Events Policy Absence from Work: Sick Leave Policy Absence from Work: Vacation Leave Policy Absence from Work: Holidays Policy Smoking Policy Computer and Network Use Policy
<u>Section 4</u> UCI Code of Conduct UCI Principles of Community Statement Simulation Center Organizational Structure UCI Staff Holidays Miscellaneous Employment Notices and Campus Contact Information UC Irvine Main Campus Map

Payroll Schedule

Section 5

Sample Performance Evaluation Form  
Performance Evaluation Rating Guide

Section 6

UCI Emergency Procedures  
UCI Methods of Emergency Communication on Campus  
Building Evacuation Zones

Section 7

Timesheet Reporting System

*\*Subject to change based on operations*

Additionally, on the employee's first day they will be required to complete paperwork with human resource personnel and required to complete the NEO on ZotPortal.

## **2.14 SUPERVISION AND APPRAISALS**

The director of Operations will directly supervise (direct report) all simulation specialists and the administrative assistant. The director of operations will also directly supervise any student or temporarily hired personnel. See Appendix 14, Employee Feedback Form and Annual Performance Review

### **2.14.1 Initial Feedback**

Between 0-30 days of start date, the director of operations will sit down with the employee and perform an initial feedback. The purpose of this feedback session is to lay out standards and expectations, go over the job description and performance standards, and answer any questions.

### **2.14.2 Mid-term Feedback**

Between the 180 and 270 day mark, the director of operations will sit down with all employees and discuss how things have been progressing, and include an employee self-evaluation. The purpose of this document is to gain insight on where the employee thinks they are with relation to standards. This document is meant to be used to guide discussion and is not an official document of record. This document may/may not be entered into the employee training folder.

### **2.14.3 Annual Appraisal**

Just prior to the 365 day mark, the director of operations will conduct an annual appraisal of each employee and sit down with each employee to go over the appraisal as it will be submitted. During this appraisal, goals for the next year will be set. This appraisal will be turned into HR.

## 2.15 LIAISON COMMITTEE ON MEDICAL EDUCATION (LCME) ACCREDITATION

Accreditation is a voluntary, peer-review process designed to attest to the educational quality of new and established educational programs. The Liaison Committee on Medical Education (LCME) accredits complete and independent medical education programs leading to the M.D. degree in which medical students are geographically located in the United States or Canada for their education and which are operated by universities or medical schools chartered in the United States or Canada. Accreditation of Canadian medical education programs is undertaken in cooperation with the Committee on Accreditation of Canadian Medical Schools. By judging the compliance of medical education programs with nationally accepted standards of educational quality, the LCME serves the interests of the general public and of the medical students enrolled in those programs.

The Medical Education Simulation Center is committed to quality education for all stakeholders, and while the simulation center is not a reportable line item for accreditation, medical simulation falls under a number of standards. Generally, medical simulation can be listed on the following categories:

### Standard 3: Academic and Learning Environments

3.5 Learning Environment/Professionalism

### Standard 5: Educational Resources and Infrastructure

5.5 Resources for Clinical Instruction

### Standard 6: Competencies, Curricular Objectives, and Curricular Design

6.1 Format/dissemination of Medical Education Program Objectives and Learning Objectives

6.5 Elective Opportunities

6.7 Academic Environments

### Standard 7: Curricular Content

7.2 Organ Systems/Life Cycle/Primary care /Prevention /Wellness / Symptoms/ Signs/Differential Diagnosis, Treatment Planning, Impact of Behavioral/Social Factors

7.4 Critical Judgment/Problem-Solving Skills

7.5 Societal Problems

7.7 Medical Ethics

7.8 Communication Skills

7.9 Inter-professional Collaborative Skills

The Simulation Center will work with the administration and other directors' on an as needed basis for the purposes of justifying simulation involvement on the above categories that simulation plays a role. The Medical director and Director of Operations will take part on this process.

## **2.16 AMERICAN COLLEGE OF SURGEONS (ACS) ACCREDITED EDUCATION INSTITUTE (AEI) ACCREDITATION**

The American College of Surgeons Accredited Education Institutes (ACS-AEI) educate and train practicing surgeons, surgical residents, medical students, and members of the surgical team using simulation-based education

American College of Surgeons Accredited Education Institutes (ACS-AEIs) are accredited for a period of three years.

Through a relationship with the Department of Surgery, the simulation center is a piece of the larger package for the UCIMC to be accredited as an AEI through the ACS. The simulation center does hold the ACS AEI designation.

### **2.16.1 Administrative Responsibility**

The Director of Operations is responsible for transmitting operational data to the UCIMC program administrator for the annual report.

## **2.17 MAINTENANCE OF CERTIFICATION IN ANESTHESIA (MOCA) ADMINISTRATION**

The Medical Education Simulation Center maintains a close relationship with the Department of Anesthesia to conduct CME MOCA courses.

UC Irvine Medical Education Simulation Center is endorsed by the American Society of Anesthesiologists® to provide Maintenance of Certification in Anesthesiology (MOCA®) simulation training. The course fulfills one requirement of the American Board of Anesthesiology's (ABA) Maintenance of Certification in Anesthesiology Program (MOCA®) Part IV. During the one day course, each diplomat will be in the "hot seat" and manage one critical care scenario and view and/or provide clinical assistance in other scenarios. Diplomats will also identify a process improvement plan to be implemented within their home institution.

### **2.17.1 Target Audience**

Board Certified Anesthesiologists who need to fulfill their Maintenance of Certification in Anesthesiology (MOCA®) Part IV requirements or who would like to gain experience in critical cases in a simulated environment.

### **2.17.2 Learning Objectives**

Upon completion of the course, by participating in a simulated environment and reflecting on difficult clinical situations, participants should be able to demonstrate skills necessary to complete the following goals:

- Decrease the instance of vague or disorganized communication, and thereby improve patient safety through the use of communication verification tools and clear multi-departmental communication.
- Decrease the occurrence of morbidity and mortality through effective timing and utilization of resources in emergency situations.



- Provide effective management of hemodynamic and respiratory critical events in anesthesia.
- Provide a broader differential diagnosis during debriefing sessions by recognizing and eliminating potential areas of cognitive bias.
- Reflect on optimal teamwork, leadership and communication skills required in crisis management.
- Develop a process improvement plan to implement at home institution.

The program/course is managed through the Simulation Center Program Office. All instructors are board certified and have approval of the course director.

Also see Maintenance of Certification in Anesthesia (MOCA) Appendix 12

## **2.18 WEB PRESENCE**

The Medical Education Simulation Center maintains a web presence through the following mediums:

- University website, [www.medsim.uci.edu](http://www.medsim.uci.edu).
- Sites Website, <http://sites.uci.edu/medsim/>
- Facebook, <https://www.facebook.com/UCIMedsim/>

### **2.18.1 Management**

The university website is managed by the Internet Technology Group (ITG) at Medical Education for UCI Strategic Communications. Any changes to the website will be relayed to ITG (POC: Francisco Chanes) to make. ITG is charged with this function because of university rules and standardization policy.

The Sites website and the Facebook account are managed by the Director of Operations or designee.

## **2.19 STRATEGIC PLANNING**

### **2.19.1 Procedure**

2.19.1.1 The simulation center conducts a systematic strategic planning process every 3 – 5 years.

2.19.1.2 The Director, in conjunction with the Director of Operations and staff will write the strategic plan

2.19.1.3 Plan will be reviewed, modified, and addressed no less than annually

2.19.1.4 Plan will include program goals mapped to UCI Health and/or UCI School of Medicine

**Section 3**  
**Operations**

### 3.1 UTILIZATION OF SIMULATION CENTER STAFF

The simulation staff is employed to support operations of the Medical Education Simulation Center. Each staff member has specific roles and responsibilities as outlined in the job description and performance standards. Any variation must be approved by the medical director and /or the director of operations.

Departmental simulation staff/directors and/or residency coordinators will not assign tasks or projects to the simulation staff beyond the scope of the individual simulation session. All operational direction will reside with the medical director and director of operations to ensure compliance with union and UC Irvine policies.

### 3.2 START-UP AND SHUT DOWN PROCESS

Individuals qualified to start-up and shut-down operations in the simulation center are: Medical Director, Director of Operations, and simulation Specialists. The Program Manager/administrative assistant may open and close office.

Disarming security alarms: N/A

Opening the simulation center: Medical Director, Director of Operations, and simulation Specialists. Administrative assistant will only open the center for maintenance personnel.

Turning on/off simulators: Medical Director, Director of Operations, and simulation Specialists

Audio/visual Recording: Director of Operations and Simulation Specialists

Simulation Center Program Office: Medical Director, Director of Operations, and Administrative Assistant

Task Training Room: Program Manager, Director of Operations, and simulation Specialists

It is the responsibility of the Simulation specialists to open “unlock the doors” the simulation center on a daily basis. Simulation Specialists will be scheduled / assigned to courses and sessions. It is the simulation specialist’s responsibility to adequately prepare for the session and test all equipment, A/V equipment, and ensure proper supplies are available. The simulation specialists are required to clean up at the end of simulation activities to include straightening up the control room.

For individual start-up procedures for the simulators, please see additional binder in the simulation center control room.

### 3.3 SECURITY OF INFORMATION

#### Printed Materials

All printed materials to include student rosters, surveys, evaluations, and attendance records are stored in the simulation center program office. Any information that has or the potential to

have identifiable information will be stored in the program office. To the extent possible, the Simulation Program Office will electronically scan hard copies into the share drive for historical purposes.

### Electronic Materials

#### *Video*

All video is stored in the B-Line SimBridge storage array. This storage array is located on a separate network within the university network. The data stored at this location is also behind firewall software.

A limited amount of people have access to the SimBridge. Simulation center staff have the only access to the SimBridge side. Clinical Skills staff has separate permissions for faculty and staff for use with the CS platform.

#### *Surveys*

surveys are located within Qualtrics® To date, the Program Manager and Director of Operations are the only ones that have permissions to access the data. On a limited basis, the Program Manager and/or Director of Operations may distribute an attendance roster to the course instructor. This is on an ad hoc basis and only when requested. The simulation center may distribute aggregate survey data results intended to improve the course or session and as a quality improvement tool.

#### *Research*

Any and all documents related to research or proposals are located on the Medical Director and/or Director of Operation's personal drives for storage. This is on the university network, behind a firewall and has very limited access. Identifiable participant data is stored there prior to being de-identified.

#### *Miscellaneous*

All other electronic data storage not otherwise noted is stored on the simulation center (S:\) drive

All legacy survey's and quizzes are located and stored with the University of California's Electronic Educational Environment (EEE) or similar system. This is the university's learning management software and it is web based and on the university/hospital network. In order to access the files, a UCINet ID is required. Additionally, the individual who created the test/quiz/survey is the only individual allowed access to the results unless they give additional permissions.

### **3.4 SIMULATOR/TASK TRAINER MAINTENANCE**

The Medical Education Simulation Center routinely schedules Friday afternoon each week to perform simulator or other related maintenance.

#### Simulator

SimMan 3Gs	Weekly on Friday afternoon or as required by operational tempo Preventive Maintenance by Laerdal Q1year
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SimBaby	Weekly on Friday afternoon or as required by operational tempo
Gaumard HALs	Weekly on Friday afternoon or as required by operational tempo
SimMan	In storage, prior to use
Mega Code Kellie	In storage, prior to CF4

#### Task Trainer

HeartCode Trainers	Prior to use or weekly or as required by operational tempo Sensor replacement as needed or prior to 1 July
Airway Trainer	Prior to use
Pediatric Airway	Prior to use
Neonate Airway	Prior to use
IV Trainers	Prior to use or weekly or as required by operational tempo Skin/vein replacement as needed or prior to 1 July

#### Other

SimMan	Cleaned up and defragged monthly
Computers	Windows update Monthly or as required by ITG

### 3.5 COURSE SUPPLIES

Simulation Specialists are responsible for the set-up of each simulation session to include equipment and supplies needed. A preparation check sheet has been established to help assist in assuring that all equipment and supply needs are anticipated. There are carts in each of the simulation bays that have a minimal amount of equipment to include; standard airway equipment and supplies. All reusable supplies that are used on a routine basis are housed/stored within the simulation center. All the supplies have a designated area and are labeled if possible/applicable. There is an auxiliary storage space of the 4<sup>th</sup> floor of this building for storage of addition equipment and supplies.

Supplies designated for a particular program, such as clinical foundations, are procured using the just in time (JIT) model.

The simulation specialists are responsible for making a list of depleted or near depleted items so that replacements can be ordered from central distribution or a local vendor.

### 3.6 COURSE PREPARATION

#### 3.6.1 Medical Student/Resident Simulation Sessions

##### Simulation Specialist

It is the responsibility of the simulation specialists to anticipate the simulation schedule and contact the instructor of the upcoming simulation session to ensure that scenarios

are chosen. Additionally, each course has a preparation check sheet has been established to help assist in assuring that all equipment and supply needs are anticipated, this includes any handouts and paperwork. The simulation specialist will notify the instructor if there is an issue that they anticipate during their session (e.g. – A/V not functioning, or simulator not-functioning)

#### Administrative Assistant

One week prior to simulation session, the simulation center administrative assistant will send out reminder emails to instructors.

#### Director of Operations

The Director of Operations will work with the Clinical Foundation Director to ensure the proper simulation sessions are scheduled for the various medical student groups and helps to schedule instructors. The Director of Operations will ensure that student rosters/schedules are posted on Ilios and Canvas. The Director of Operation will ensure that the test/quizzes/surveys are created and published in Qualtrics as applicable.

### 3.6.2 External Courses/Symposiums

#### Simulation Specialist

It is the responsibility of the simulation specialists to anticipate the simulation schedule and contact the instructor of the upcoming simulation session to ensure that scenarios are chosen. Additionally, each course has a preparation check sheet has been established to help assist in assuring that all equipment and supply needs are anticipated, this includes any handouts and paperwork. The simulation specialist will notify the instructor if there is an issue that they anticipate during their session (e.g. – A/V not functioning, or simulator not-functioning)

#### One Week Prior:

- ✓ Ensure all Scenarios are loaded into computer (if applicable)
- ✓ Ensure the media is available
- ✓ Ensure the supplies and equipment are available
- ✓ Complete and assign roles as necessary (e.g. SPs)

#### One Day Prior:

- ✓ Prep with instructors (as necessary)
- ✓ Set-up supplies and equipment
- ✓ Set-up AV (if necessary)

#### Administrative Assistant

The Administrative assistant is the gatekeeper for registration into the simulation center. They will keep track of registrations and payments and ensure payments are in

a timely manner. The administrative assistant will also handle scheduling and notification.

One Month Prior:

- ✓ Ensure scheduling of space/room
- ✓ Confirm Participants
- ✓ Order catering

One Week Prior:

- ✓ Reminder Email to Participants with agenda and pre-reading if applicable
- ✓ Education Materials Printed
- ✓ Name Badges and table tents Printed

One Day Prior:

- ✓ Re-confirm catering
- ✓ Gather tables (if necessary)
- ✓ Set out supplies

Day of:

- ✓ Set out signs
- ✓ Assist with lost guests/learners
- ✓ Be the point of contact for catering

One Day After:

- ✓ Tally Evaluations
- ✓ Submit Catering Invoice
- ✓ Submit Paperwork to CME Office (if applicable)
- ✓ Submit the Honorarium (if applicable)
- ✓ Update Roster (if applicable)

Director of Operations

The director of Operations will oversee all aspects of preparation prior to course and step in and assist as necessary to include playing a SP to ensure the smooth transition and success of the event.

The Director of Operations has the primary responsibility of ensuring that the presentation is complete, flows, and works with the venue.

3.6.3 Tours/Demonstrations/Outreach

Simulation Specialist

The Simulation Specialists will set up and conduct simulations as necessary. It is also their responsibility to set up for the event as directed by the medical director or the director of operations. The simulation specialists will lead school group tours.

Administrative Assistant

The administrative assistant will be the primary contact for the group to answer questions and concerns. Once approved, the Administrative assistant will distribute invoices as necessary and conduct telephone/email correspondence for simulation center business.

Director of Operations

The Director of Operations will approve the event, draft a quote or invoice. When needed, the Director of Operations will coordinate staffing and agendas. The director of operations will lead tours as applicable.

**3.6.4 HeartCode© Administration**

Simulation Specialist

The Simulation Specialists will set up and conduct HealthStream © HeartCode © skills testing.

Administrative Assistant

The Administrative Assistant has the overall program administrative responsibility on the HeartCode© program and is responsible for interfacing with HealthStream®, is responsible for the intake of HeartCode © registrations, verifying payment, adding the requested assignment, and sending out log on instructions. The administrative assistant is also the primary point of contact for the scheduling for the skills portion of the HeartCode ©

Director of Operations

The Director of Operations serves as a backup to all HeartCode © administrative functions including skills testing if the simulation specialists are unavailable.

**3.7 COURSE/SESSION TURN-OVER**

The simulation specialists are required to clean up at the end of simulation activities to include straightening up the control room. This includes wiping the simulators down so that adhesive does not remain. They are required to put away necessary supplies and equipment to ensure that the center is not in disorder. Additionally, the control room will be policed after each simulation session and session documents will be placed back in course binders or will be taken to the simulation specialists' office. Computers will be logged off, per UC and UCIMC HS policy, and simulator laptops will be stowed in the metal cabinets. Cords on the desk will be placed as neatly as possible and the headsets will be placed in the off position and placed on their proper holding hook.



### **3.8 AFTER HOURS/HOLIDAYS ACCESS**

The Medical Education Simulation Center is generally a Monday – Friday, 800am-400pm operation; however, there are times that events will take place after normal business hours. All after hours sessions will be approved by the director of operations only after adequate staffing can be obtained. An invoice will be sent to cover any overtime and supplies for that session.

There are no after-hours access allowed without simulation staff present.

Approved simulation fellows may access the simulation center after hours. This is determined by the medical director. The fellow assumes complete responsibility for physical space and equipment regardless of primary department.

The university has published holidays, the simulation center will be closed on university holidays.

### **3.9 STUDENT STUDY SPACE**

See Section 1.10

**Section 4**  
**Simulation Fellowship**

The UC Irvine Medical Education Simulation Fellowship is either a one year, two year, or 6-month mentored fellowship that offers advanced training in simulation education, instruction, curriculum design, and research for a graduate of an accredited residency program. The fellow develops skills in simulation education and instruction through access to various modalities in the fellow's department and in cooperation with the School of Medicine Medical Education Simulation Center.

*This is not an ACGME accredited fellowship as there are no ACGME accredited fellowships in Medical Simulation.*

Departments seeking to have a simulation fellow and access for educational opportunities at the UC Irvine Medical Education Simulation Center must adhere to the policy as outlined below.

#### **4.1 GENERAL RESPONSIBILITIES (APPLICABLE TO ALL FELLOWS)**

The simulation fellowship is tailored to meet the specific interests of the simulation fellow; however, the simulation fellow is expected to gain experience with various levels of learners and departmental groups utilizing medical simulation.

The simulation fellow will become familiar with simulation for medical students (MS1- MS4), nursing students, paramedics/ firefighters, other graduate medical education (residency) programs, the general public, high school outreach, and community physician groups.

##### **4.1.1 Operations and Curriculum**

4.1.1.1 Participate in all aspects of the simulation courses as determined appropriate by departmental fellowship director and simulation administration.

4.1.1.2 Attend all departmental simulation and at least ½ UC Irvine Medical Education Simulation Center scheduled meetings, as well as all departmental faculty meetings, journal clubs and grand round conferences per departmental policies.

4.1.1.3 The simulation fellow educational and curriculum agenda will be designed and approved by their fellowship director. The fellow will have experience and exposure both at the departmental and simulation center level with:

- Curriculum development
- Medical student simulation sessions
- Resident simulation sessions
- Operation of the simulator
  - Basic Operation (turn on/off)
  - Set-up
  - Network connection to the simulator
  - Advanced operations (as time permits)
  - Programming (as time permits)
- Debriefing and feedback

##### **4.1.1.4 Scheduling**

In effort to provide the most comprehensive and well-rounded experience for the fellow the departments and Medical Education Simulation Center shall:

- The Medical Education Simulation Center will forward all SOM/medical student dates including operations dates to the department at the beginning of the academic year for planning purposes.
- The department and/or fellow shall provide the Medical Education Simulation Center with schedule availability as far in advance as possible

#### 4.1.2 Research

4.1.2.1 Assist departmental and Medical Educational Simulation Center faculty and staff with:

##### 4.1.2.1.1 Medical Education Research

- Analysis and literature Review
- Design
- Development
- Implementation
- Evaluation

##### 4.1.2.2 Abstract and/or manuscript authoring

#### 4.1.3 Education

- Attend one (1) Simulation Instructor Training Course (SITC).
- Assist instructing elements/portions of the Simulation Instructor Training Course (SITC)
- Take an active role in the development and authoring of the UCI Simulation Newsletter
- Take an active role in the management and function of the UCI Medical Simulation Interest Group
- Present at a minimum one (1) grand round or journal club session on a simulation topic of choosing

#### 4.1.4 Clinical

The home department shall set compensation, with no remuneration by the UC Irvine Medical Education Simulation Center. As such, the simulation fellow's schedule will be driven by departmental policies and agenda while simultaneously maximizing the opportunities for fellow involvement in all relevant and approved simulation activities.

## **4.2 ONE (1) AND TWO (2) YEAR FELLOWSHIP SPECIFIC RESPONSIBILITIES**

#### 4.2.1 Education

4.2.1.1 Instruct (minimum 6-10 sessions) first and second year medical student curriculum each academic year

- 4.2.1.2 Submit a minimum of three (3) simulation scenarios/curriculum for publication in either a medical education journal or the MedEd Portal during their fellowship time
- 4.2.1.3 Attend the International Meeting for Simulation in Healthcare (IMSH) yearly  
Funding must be supplied by home department or through fellow educational fund

#### **4.3 SIX (6) MONTH FELLOWSHIP SPECIFIC RESPONSIBILITIES**

##### 4.3.1 Education

- 4.3.1.1 Instruct (minimum 4-8 sessions) first and second year medical student curriculum each academic year
- 4.3.1.2 Submit a minimum of one (1) simulation scenarios/curriculum for publication in either a medical education journal or the MedEd Portal during their fellowship time

#### **4.4 SIMULATION CENTER RESOURCES PROVIDED TO THE FELLOW**

The simulation center shall provide the fellow the resources needed to effectively fulfill their fellowship requirement while working at the Medical Education Simulation Center. These resources include but are not limited to:

- A designated desk and workspace in a quiet environment that is not located in a common area
- A designated computer that the fellow can access using their UCINetID
- Access to printing and copy services
- Access to Program Office personnel
- Access to medical education building room reservation for educational sessions and purposes.

*Note: Session reservations subject to simulation center policies on priority given. Simulation center administration will work with the fellow to best schedule sessions.*

## Responsibility Comparison

1 Year Simulation Fellow Responsibilities	2 Year Simulation Fellow Responsibilities	6 Month Simulation Fellow Responsibilities
Participate in <u>all</u> aspects of the simulation courses as determined appropriate by simulation administration. This includes internal and external learners (community, OC Fire, outreach groups)		departmental fellowship director and
Attend all departmental simulation and departmental faculty meetings, journal clubs, and grand rounds conferences per	UC Irvine Medical Education Simulation Center meetings, as well as all clubs, and grand rounds conferences per	regular departmental policies.
Attend 1 Simulation Instructor Training Course (SITC)		
<b>OPERATIONS and CURRICULUM</b>		
Assist departmental and simulation faculty and staff with: <ul style="list-style-type: none"> <li>- Curriculum development</li> <li>- Medical Student simulation sessions (SOM)</li> <li>- Resident simulation sessions (Dept.)</li> <li>- Operation of the simulator</li> <li>- Programming scenarios (if applicable)</li> <li>- Debriefing and feedback</li> </ul>		
<b>RESEARCH</b>		
Assist departmental and simulation faculty and staff with: <ul style="list-style-type: none"> <li>- Medical education and/or simulation research <ul style="list-style-type: none"> <li>o Analysis and Literature review</li> <li>o Design</li> <li>o Development</li> <li>o Implementation</li> <li>o Evaluation</li> </ul> </li> <li>- Abstract or manuscript authoring</li> </ul>		
<b>EDUCATION</b>		
Instruct (minimum 6-10 sessions) MS 1-2 medical student simulation each academic year  (each fellow)		Instruct (minimum 4-8 sessions) MS 1-2 medical student simulation each academic year  (each fellow)
Assist instructing elements/portions of Simulation Instructor Training Course (SITC)		
Take an active role development and authoring of the UC Simulation Newsletter (Feb and Oct)		
Take an active role in the management and function of the UCI Medical Simulation Interest Group (MSIG)		
Submit at least <u>3</u> simulation scenarios/curriculum for publication in either a medical education journal or Med Ed Portal during the fellowship time.		Submit at least <u>1</u> simulation scenarios/curriculum for publication in either a medical education journal or Med Ed Portal during the fellowship time.
Present at least one grand rounds or journal club on a simulation topic of his or her choosing.		
Attend the International Meeting on Simulation in Healthcare (IMSH) in January. <small>Funding must be supplied by the home department or by the simulation fellow.</small>		
Be an active participant in any presentation/workshops given at IMSH of behalf of UC Irvine		

## Successful Simulation Fellowship



Each Simulation Fellowship is tailored to the fellow's personal and professional goals set during the first meeting with the director and/or during the application process.

The Simulation Fellowship program's foundation rests on four pillars that we feel makes the fellowship successful: Education, Operations, Research, and Sustainability/management.

The visual (right) provides general activities contained within each of the pillars as an example. This is not an exhaustive list.

### Simulation Fellow Activities



- Inter-professional/interdisciplinary Education
- In Situ Education
- Community/Outreach Education
- Undergraduate Medical Education
- Graduate Medical Education
- Faculty Education
- Scenario Development
- Debriefing



- Manikin Operations
- A/V Operations
- Moulage
- Tours/exhibits
- Scheduling
- Mobile Operations



- Journal Review
- IRB
- Grant Application
- IMSH/conference participation
- Manuscript Submission
- Research Abstract Submission



- Curriculum
- Finance
- Center Management
- Logistics
- Center Representation

## **Section 5**

### **Course Directors and Instructors**



Dr. Cameron Ricks  
Director, Medical Education Simulation Center  
Director, Medical Student Simulation

## 5.1 SIMULATION INSTRUCTORS

See Appendix 7 for current simulation instructors

## 5.2 DEAN'S SCHOLARS

Dean Scholars are faculty designated to help and assist in filling key faculty training or evaluating gaps in clinical skills, small group sessions, and medical simulation. This is a voluntary position. Dean's Scholars will assist the simulation center in staffing and teaching the various simulation sessions throughout the school year. The Dean Scholar position, at this time, is a 1-year term.

### 5.2.1 Orientation and Training

5.2.1.1 Due to the limited nature of the Dean's Scholars, there may not be availability to attend the Simulation instructor training course. At a minimum, the Dean scholar will meet with the center director for an informal orientation to the simulation center and how the simulation session flows. The instructor will also be evaluated and provided feedback on the session(s) by the program office.

5.2.1.2 The scholars will be given instructor resources that are available to them from the center "sites" webpage (<http://sites.uci.edu/medsim/>) .

5.2.1.3 The scholars will be provided with direct feedback during the sessions by the simulation specialists during the sessions.

## 5.3 INSTRUCTOR TYPES

Instructors are described into three (3) different instructor types: Simulation Instructor Apprentice, Simulation Expert I, and Simulation Expert II. Instructors are grouped into one of the three categories based on the instructor's level of involvement of the six elements: observation, didactic, interactive, or self-learning, practice, expert feedback, mentoring, and networking. See Appendix 8.

## 5.3 INSTRUCTOR TRAINING

All instructors who desire to teach within the Medical Education Simulation center will be required to:

- Go through and successfully complete the center's internal "Simulation Instructor Training Course,"
- Have proof of attending a simulation instructor course at UCLA, WISER, or CMS, or
- Have attained a Certified Healthcare Simulation Educator (CHSE) designation.

The directors of the simulation center reserve the right to change requirements based on operational tempo and the demands of the SOM. Any and all deviations will be documented in the instructor file.

#### **5.4 FACULTY DEVELOPMENT**

The facility provides for simulation faculty development by placing resources on the “Sites” website for instructors. It contains curriculum information, evaluation tools, simulation-related papers and documents, a list of simulation books available, and a faculty development video series. Also located in the “Sites” webpage (<http://sites.uci.edu/medsim/>) is a historical archive of past and present simulation newsletters and policies and procedures for reference.

#### **5.5 INSTRUCTOR EVALUATION**

Debriefing clinical simulation experiences is increasingly understood as a crucial step in clarifying and consolidating insights and lessons from simulations. The Debriefing Assessment for Simulation in Healthcare (DASH©) is designed to assist in evaluating and developing debriefing skills.

Debriefing is a conversation among two or more people to review a simulated event or activity in which participants explore, analyze, and synthesize their actions and thought processes, emotional states and other information to improve performance in real situations. High participant engagement is a hallmark of strong debriefings, because it leads to deeper levels of learning and increases the likelihood of transfer to the clinical setting.

The DASH© evaluates strategies and techniques used to conduct debriefings by examining concrete behaviors. It is based on evidence and theory about how people learn and change in experiential contexts. The DASH© is designed to allow assessment of debriefings from a wide variety of disciplines and courses, varying numbers of participants, a wide range of educational objectives, and various physical and time constraints.

The DASH© is based on extensive literature review as well as the best debriefing practices derived from an expert panel. The DASH© was contrived at the Center for Medical Simulation, Boston, MA.

In keeping with the standards of the leaders in medical simulation, and part of the center’s QA/QI program, the simulation center has an instructor debriefing QA policy utilizing DASH© methodologies.

The directors and director of operations will observe/review the sessions, and then using the evaluations and DASH© form, provide instructors feedback. The feedback, if time allows, will be given during the same session. If time is a factor on either parties, then the scored DASH© form with comments will be electronically mailed to the individual.

Each instructor/potential instructor is notified during the UC Irvine Simulation Center’s Instructor Course that there will be periodic evaluations of debriefing techniques.

All evaluations will be stored in the instructor's file in the operations database. Access is restricted to program office personnel.

This program is in no way punitive in nature, and meant only as means for increasing effectiveness of medical education throughout our facility.

## **5.6 INSTRUCTOR CODE OF CONDUCT**

The Medical Education Simulation Center is aligned and governed by the University of California system, University of California, Irvine. All university code of conduct policies are applicable and will be followed. An electronic copy of the UCI Code of Conduct is available upon request.

Physicians are held to the highest standards of professionalism. It is expected that the learning environment for student physicians will facilitate and reinforce behaviors and attitudes of mutual respect between medical school teachers (faculty, residents, and staff) and medical student learners. It is the policy of the University of California, Irvine School of Medicine that all student-resident and student-faculty relationships be held to the highest professional standards, and specifically, be free of abuse, discrimination, mistreatment or harassment while in the university environment including all university affiliated sites. Students subjected to abuse, discrimination, mistreatment or harassment have a right to seek timely and effective remediation with the full support of the School of Medicine and the University of California, Irvine.

**Section 6**  
**Course Information**

## 6.1 COURSE DEVELOPMENT POLICY

The Medical Education Simulation Center strives to provide exemplary customer service and support new courses for its clients and stakeholders. This new course development policy, along with procedures, is designed to provide the clients and stakeholders all the necessary information that is required to develop a new course for implementation at the Medical Education Simulation Center.

Per this policy, any and all new course requests will be required to fill out a new course request that is conveniently located on the center website, [www.medsim.uci.edu](http://www.medsim.uci.edu). Once the request is submitted, the center has 7 business days to look over the information and approve or bounce back the request for more information.

The Medical Education Simulation Center may require a pilot test of all new scenarios.

*Note:*

*Course approval does not automatically mean courses will be scheduled. This time is essential in allowing the simulation specialists to program and prep for the piloting session.*

External customers may be changed for a piloting session and administrative overhead.

Scenario development can be accomplished by the Medical Education Simulation Center on a fee basis.

*The Medical Education Simulation Center primarily utilizes a modified Duke Template. Any and all courses should be formatted in this template.*

## 6.2 COURSE PREPARATION

Students will be directed via email or by Canvas for any assigned pre-class assignments. Students are expected to show up to class on time for their assigned simulation session. It is the student's individual responsibility to contact the simulation center program office or Dr. Ricks directly if there is an issue with scheduling or an emergency arises.

## 6.3 COURSE REGISTRATION

All course registrations will be routed through the center's website. This includes medical student simulation, resident simulation, AHA courses, and CME courses. This can be accessed by going to [www.medsim.uci.edu](http://www.medsim.uci.edu).

## 5.4 COURSE EVALUATION POLICY

See Section 7.7

## 5.5 HEARTCODE ©

HeartCode © is a program offered by the Medical Education Simulation Center that allows for credentialing of Basic Life Support, and Advanced Cardiac Life Support for internal and external uses.

HeartCode © is a 2-part course curriculum in which the learner will take the first part of the course on-line, at their convenience, in a self-directed approach. The second part of the course, the learner will make an appointment and physically come to the center to perform the skills portion of the certification either via manikin or live instructor.

The program works off of a license approach, meaning that yearly, the simulation center will purchase a lump sum of licenses from HealthStream based on projections. Each time a user is assigned to a course, a license is used.

**If the course is never started the license can be pulled back; however, if the learner has started the course in any way, that license is used and the learner will be charged for that license regardless of completion.**

Only simulation staff has administrator access to this system to ensure the integrity of the licenses, PII, and budgetary constraints.

**Section 7**  
**Participants/Learners**

## 7.1 CODE OF CONDUCT

The Medical Education Simulation Center is aligned and governed by the University of California system, University of California, Irvine. All university code of conduct policies are applicable and will be followed. An electronic copy of the UCI Code of Conduct is available upon request. Additionally, the medical students enrolled have an honor system in which they are required to abide by.

*“We, the students of UCI School of Medicine, shall not breach the Honor of our chosen profession through misrepresentation, harassment, or discrimination. We shall always maintain respect and compassion for others and conduct ourselves in a professional manner. We shall in no way take unfair advantage of a patient, colleague, instructor or other member of the community.”*

<https://ucisom.instructure.com/courses/106/pages/student-conduct-discipline-professionalism-policy>

## 7.2 CELLULAR PHONE USAGE

While participating in simulation sessions, it is the expectation that all cellphones will be placed on vibrate and only take calls in an emergency. Students and learners may use smartphones for looking up reference materials or to gain access to medical school curriculum. Students and learners will, if they need to take/make an emergency call, will excuse themselves and take the call outside of the simulation center as not to disturb the learning environment of others.

Any faculty members' who are on-call must notify the instructor that they may need to step out to take a patient related call.

At no time will cellular phones and/or tablets will be used to record video or photography without consent from the simulation center.

## 7.3 DRESS CODE AND OTHER REQUIREMENTS

See Section 1.11, Dress Code

If participants were given iPads, they will be required to bring them, as it is necessary for the simulation session. Additional requirements will be emailed and placed on Ilios and/or Canvas.

## 7.4 FICTION CONTRACT

The simulation staff has set up simulated encounters that are as realistic as we can make them with the resources available. During the simulation session the student will encounter electronic manikin patients, trainers to help you practice procedural skills, and various people (actors) in the environment. During the session, the actors will take this very seriously and the simulation staff asks that the students do as well.



The manikins have heart sounds, lung sounds, and some have bowel sounds. The adult patients have palpable carotid, brachial, radial, femoral, and pedal pulses. The pediatric patients will have different pulses depending on the age of the patient.

Clinical monitors can be available depending on the clinical setting. Clinical exams (i.e. imaging, laboratory, pathology) can be ordered if appropriate for your patient care.

The patient may or may not have IV access at the beginning of the student's scenario. If not explicitly told, the student/learner should not assume you have access. The IV fluid will be placed on an IV pole and the tubing will have a stopcock where all IV medications can be administered. The student/learner must actually administer fluid to produce the desired effect. The student will need to specify the type of fluid you would like to administer and how much. If the student feels the need to give blood products, and they are available, the student will hang the desired amount but do not spike the bags. The student MUST administer the desired medication in order to get the desired effect.

The patient can breathe spontaneously, has chest rise and fall, responds to O<sub>2</sub>, and can be mechanically ventilated if necessary. The patient's pulmonary compliance can change. The patient can be masked, intubated, or an LMA can be inserted. A fiber optic bronchoscope will work. A surgical or needle cricothyroidotomy can be performed if necessary. The suction does not actually work.

Chest compressions can be performed on a poorly perfusing patient and must be done correctly to have a beneficial effect.

*The defibrillators in the simulation center are real and will deliver live energy.* Placing the pads on the metal discs on the patient's chest will display the cardiogram on the defibrillator screen. The patient can be shocked or paced, but the patient will not "jump"

## **7.5 PARTICIPANT/LEARNER TARDINESS**

In effort to provide a quality simulation experience for both students and instructors, the UC Irvine Medical Education Simulation Center has enacted a student tardiness policy.

### Student Tardiness Defined

Student tardiness is defined as the student is sufficiently late that they have missed the entire simulation orientation at the beginning of the session.

### Rationale

An orientation to the simulation space and equipment is an essential part of the simulation curriculum and session. An orientation is conducted at the beginning of every session for reasons of safety, adaptation to environment, center/session rules, and any specific session-specific information. Having students arrive after orientation has been concluded, is not only a safety

concern, but is disruptive to the other students and instructors, and also has the potential cause for the session to not complete a number of terminal and/or enabling objectives.

### Policy

The UC Irvine Medical Education Simulation Center's policy of student tardiness is such that if the student is sufficiently late that they miss the entire simulation orientation, then the student will not participate (but may observe) or be directed to return to their service/department for further instructions. If the student arrives during the simulation orientation, then he/she will be allowed to stay.

## **7.6 ATTENDANCE**

All Attendance will be tracked via the Attendance Tracker system (internal system) via a virtual private network (VPN). Hard copy attendance is acceptable if the system is not available. Attendance records for a particular session is available at the request of the CF director or designee (coordinator) or the course director.

## **7.7 EVALUATIONS/SURVEYS**

### 7.7.1 Medical Students/Nursing Students

Evaluations and/or surveys will be distributed to the students and administered through Qualtrics®. Hard copy versions of the checklist exist in case of a computer/internet outage. All evaluations are recorded and stored in Qualtrics®. The program office has the only access. Aggregated results may be presented to course instructors, course directors, and simulation staff. No individual identifiable data will be presented.

7.7.1.1 All MS and NS sessions will have a post-simulation survey component.

7.7.1.2 Pre/post evaluations of learners are at the discretion of the course director or the CF Director

7.7.1.3 At periodic times, the simulation staff will provide individualized formative feedback to the student.

### 7.7.2 Residencies

7.7.2.1 The individual residencies collect their own evaluations and surveys and are available through the department coordinator.

7.7.2.2 The center will periodically collect survey data from residency sessions for QI/QA purposes. This data will be collected through Qualtrics® or hard copy.

### 7.7.3 Other

The simulation center does not routinely collect post-session surveys on tours, demonstrations, camps, student interest events, or outreach; however, the staff make an attempt to contact the organizer after the fact to get feedback from the session. Whenever possible the simulation staff will elicit feedback during the event.

**Section 8**  
**Scheduling**

## 8.1 APPROVAL PROCESS

### 8.1.1 New Course

All scheduling is approved through the center program office. Per policy, any and all new course requests will be required to fill out a new course request that is conveniently located on the center website, [www.medsim.uci.edu](http://www.medsim.uci.edu). Once the request is submitted, the center has 7 business days to look over the information and approve or bounce back the request for more information. Once the course is approved, the requestor will be given a unique course number that they will use when booking future sessions.

The Medical Education Simulation Center may require a pilot test of all new courses. The center highly recommends a pilot if time allows.

Note: Course approval does not automatically mean courses will be scheduled. New course simulation scenario submissions are required to schedule a pilot. This can occur no earlier than 2 weeks (10 business days) after submission of proposed simulation scenarios. This time is essential in allowing the simulation specialists to program and prep for the piloting session.

External customers may be charged for piloting session and administrative overhead.

Scenario development can be accomplished by the Medical Education Simulation Center on a fee basis.

Please see new course development procedures.

### 8.1.2 Recurring Course

All scheduling is approved through the center program office. Once a course or session request is received, the center administrative staff will determine if the course or session can be fit into the schedule. The request will then be looked over by our simulation specialists' to ensure they have everything they will need. The staff will then give approval, and a confirmation will be e-mailed to the requestor.

### 8.1.3 Recurring Course with New or Different Scenarios

All scheduling is approved through the center program office. Once a course or session request is received, the center administrative staff will determine if the course or session can be fit into the schedule. New scenarios will have to be submitted to the simulation center ten (10) business days prior to session if programming of any sort is involved. Any and all media for the session must be submitted no later than five (5) business days prior to the session (See A7.3, New Scenario (Existing Course)).

### 8.1.4 Identifying scenarios for a routine course

Many courses rotate simulation scenarios for their sessions. The simulation center must be notified no later than 5 business days prior the scheduled session to ensure the simulation staff has time to prepare.

## **8.2 SCHEDULING PROCESS**

All scheduling is approved through the center administrative offices. Course/session requests will be required to fill out a request that is conveniently located on the center website, [www.medsim.uci.edu](http://www.medsim.uci.edu). See appendix for details.

Tour Scheduling is approved through the Simulation Program Office after it has been screen by staff. *Tour schedules are limited and will not affect the simulation education schedule.* With rare exception, tours will be scheduled at a time when there are no educational activities occurring in the Medical Education Simulation Center. See also 8.1

### **8.2.1 Annual department scheduling**

The medical departments may send in scheduling requests at any time; however, all department requests will be held in queue until the school of medicine releases the medical school schedule. Once the SOM schedule is placed on the simulation center schedule, the Simulation Center Program Office will work to populate the departments in remaining available time slots.

See Section 7.5 for priority

#### *Exception to policy*

Summer camps/outreach/tours and programs that occur in June and July may be scheduled when the request is submitted.

## **8.3 NOTIFICATION**

Reservations are not considered finalized until confirmed by the program office. Scheduling notification/approval/disapproval of session will be generated from the center's program office or designee. Any and all departments requiring communication with the simulation center can call the center program office or email the center. It is the School of Medicine/departments' responsibility to set up and schedule their students/learner's for sessions.

## **8.4 CANCELLATION POLICY**

It is the policy of the simulation center to send out reminders for the simulation session to the instructors in advance (one week to three days prior). We ask that instructors who know there is a conflict with the scheduled time, to please let us know so we can adjust session time (if practical) or cancel the session. Please cancel sessions 24 hours prior. The center staff will then work with you or department to reschedule.

## **8.5 PRIORITY**

Generally the simulation center operates on a first come first serve basis, but there is priority established. The priority order is listed below:

1. Medical Student Year 1 (MS 1)
2. Medical Student Year 2 (MS 2)
3. Medical Student Year 3 (MS 3)
4. Medical Student Year 4 (MS 4)
5. School of Nursing
6. Residencies
7. External (Tours, outreach, etc...)

## **8.6 RECORDING OF SCHEDULED EVENTS**

### **8.6.1 General**

The simulation center staff will keep record of the date, group/group name, how long the session ran for, and the number of people attended. This information will be used in calculating metrics for center operations.

### **8.6.2 Photographic, Video, and Audio**

Video and audio recordings will only be conducted if expressed consent has been signed for video and audio recordings. This will need to be expressed by the session requestor or instructor at any time prior to the start of the session. This includes use of photography.

External clients will follow the UC Irvine administrative policies and procedures (sec 900-31) for filming and photography on UC Irvine campus.

### **8.6.3 Research**

The use of photographic, video, and audio recording will be written into the research protocols, thus requiring expressed consent from the research staff, which will remain on file with the research data.

## **8.7 SEVERE WEATHER POLICY**

In the unlikely event of adverse weather conditions, the simulation center will follow all UCI guidelines and directions regarding emergency procedures. If there is warning of potential severe weather, the simulation center will do their best to notify all instructors that may be potentially impacted. Also see section 17, Security and Safety.

## **8.8 UTILITY/ELECTRICAL FAILURE**

If there is a utility/electrical issue that will likely impact a scheduled session, the simulation center will do their best to notify all instructors that may be potentially impacted and work with them to

reschedule their session. If issue is deemed a safety issue, the course/session will immediately be suspended until the situation can be properly assessed and/or rectified by professionals.

Also see section 17, Security and Safety.

## **8.9 PARKING PERMITS**

Per UC Transportation Services Administrative Policies and Procedures 904-11: University departments may not purchase parking permits for students, faculty, or staff.

Departments can purchase parking permits for guests, volunteers, and other non-compensated individuals via departmental recharge. Departments cannot purchase parking permits for University employees or students. All requests for departmental purchases of parking permits for individuals are referred to Internal Audit for approval before permits are issued. (904-11 A2d)

In addition, the UCOP's Master Plan for Education states:

*"The operation of all such auxiliary services for students as housing, feeding, and parking be self-supporting. Taxpayers' money should not be used to subsidize, openly or covertly, the operation of such services.*

*Also, when a department purchases a parking permit for employees, the value of the permit is taxable, and subject to audit and has IRS implications.*

*UC Irvine Parking and Transportation does not make it a practice to sell departments parking permits for the employee's exclusive use. Individual employees must purchase their own permits using private funds. Parking is an auxiliary service that provides the campus with parking facilities, maintenance of these facilities, and some roadway projects. Expenses for these services are recovered through permit sales as we receive no state funds."*



## **Section 9**

### **Scenarios**

## 9.1 SCENARIO DEVELOPMENT

The Medical Education Simulation Center utilizes a modified *Duke Template* as the basis for all scenarios. This scenario template will be used by course directors to develop simulation based cases. Once completed, the scenario template may be used by the center's simulation specialists to program and prepare for the course.

*For new courses, it is recommended that the scenario template be received no later than one (1) month prior to course/session date.*

*The simulation center may require a pilot of scenarios for newly created courses; the simulation center recommends a pilot of all newly created scenarios for existing approved courses. This pilot will be completed at least two (2) weeks (10 business days) prior to course/session date. This will allow for revisions and further tests prior to course date.*

## 9.2 SCENARIO STRUCTURE

The structure of the scenario template must encompass all aspects and pertinent physiologies of the patient, equipment, supplies, and necessary case information. The modified *Duke Template* is used by the Medical Education Simulation Center.

### *Duke Template*

#### Section 1: Demographics

- ✓ Case Title
- ✓ Patient Name
- ✓ Scenario Name
- ✓ Author
- ✓ Date(s) of Development
- ✓ Learner Group

#### Section 2: Curricular Information

- ✓ Learning Objectives
- ✓ Guided Study Questions
- ✓ References
- ✓ Didactics
- ✓ Assessment Instruments

#### Section 3: Preparation

- ✓ Equipment, supplies, supporting files, time
- ✓ Case Stem
- ✓ Patient Data Background and Baseline State
- ✓ Scenario States

UCI requirements for scenario templates dictate that any simulation scenario that has an invasive component, there must be a “timeout” objective listed on the learning objectives using the following language:

***“Demonstrate proper “time-out” protocol prior to invasive procedure(s), based on University of California Irvine Medical Center time out policy/protocols, without error”***

In addition, all residency designated scenarios will address the Accreditation Council for Graduate Medical Education (ACGME) milestones for the department

### **9.3 AUTHORSHIP**

Any scenario created will list the primary author first. Additional authorship additions and/or co-authors will be dependent on level of added work/value to the scenario. The last authorship spot is usually reserved for the senior author or mentor.

#### Scenarios developed by residents for the simulation center

- ✓ First author – scenario author
- ✓ Last author – Medical Education Simulation Center Medical Director

#### Scenarios developed by medical students for the simulation center

- ✓ First author – scenario author
- ✓ Last author – Medical Education Simulation Center Medical Director

#### Scenarios developed by fellows for the simulation center

- ✓ First author – scenario author
- ✓ Last author – Medical Education Simulation Center Medical Director

#### Scenarios developed by faculty for their individual course

- ✓ First author – scenario author
- ✓ Last author – Not necessary

### **9.4 AUDIO/VISUAL STORAGE**

All stored video is stored in the B-Line SimBridge storage array. This storage array is located on a separate network within the university network. The data stored at this location is also behind firewall software. A limited amount of people have access to the SimBridge Central Server.

The simulation center adheres to the University of California Irvine (UCI) policies, records management <http://www.policies.uci.edu/adm/alphaindex.html>, Sec. 721-12: Archives and the UC

Office of the President Information Technology Services records disposition Schedules Manual,  
<https://recordsretention.ucop.edu/>

## **9.5 UTILIZATION OF SCENARIOS**

It is the responsibility of the primary author/course director of the scenario to ensure the case follows current, acceptable standards of care and applicable hospital policy. The simulation program office or designee will review the operational aspects only annually for any active scenarios

## **9.6 QUALITY ASSURANCE**

Each scenario developed “in house” or externally will follow current clinical practice guidelines or standards of care. As these standards change, changes/modifications to the scenario will be updated. Whenever possible, these changes will be performed by the primary author. There may be occasions that other faculty instructors or SMEs may review.

## **9.7 DEBRIEFING**

Debriefing is the most critical component in medical simulation. It is the policy of the simulation center that each instructor/faculty member who wishes to instruct at the simulation center have attended the Simulation Instructor Training Course. The simulation center understands that there are different learner levels associated with simulation at the simulation center; therefore, understands that debriefing methods may vary based on learner subset and level of training. Audiovisual technology and playback may be used as part of the debriefing process.

## **9.8 SCENARIO MEDIA REQUIREMENTS**

If the instructor wishes to use media (e.g. chest x-rays, CT scans, etc.) Those need to be to the simulation specialist no later than 5 business days ahead of the schedule. All Campus/federal Holidays are excluded. The preferable format for photo media is in JPEG or .JPG format. The preferred format for video media is MPEG or .MPG or .MOV. Any media given to the simulation specialist after that deadline cannot guarantee that it will be ready and/or available for the session.

## **9.9 SCENARIO PROGRAMMING REQUIREMENTS**

In general the scenarios are typically programmed before or after the pilot, depending on the type of scenario. If the course is adding new scenarios, the author/instructor needs to have any new or modified programming requirements in no later than 10 working days ahead of the scheduled session. This is to ensure that the scenario can be programmed properly and can be tested with the simulation software.

## **9.10 SCENARIO PILOTING**

Scenario piloting and session walkthrough is required for all new courses.

The Simulation Center does not require piloting for new scenarios under approved courses; however, the media and programming suspense's (deadlines) still apply; see 9.8 and 9.9.

Piloting is required for all external organizations (external to the organization) wanting to access the simulation center for service.

The simulation center reserves the right to request a pilot of scenarios as any time.

**Section 10**

**Tours, Demonstrations/Outreach**

The goal of the Medical Education Simulation Center is to provide quality medical education training through many spectrums at University of California, Irvine and throughout the community. While we welcome the opportunity to showcase the Simulation Center and share its potential capabilities with those who are interested, we must prioritize the learning activities of the center.

### **10.1 DEFINITIONS**

Tours - Tours are brief walkthroughs of the simulation center highlighting the space and the capabilities, and if time allow, a brief discussion.

Demonstrations - demonstration is defined as groups or organizations that would like to utilize the centers for a set number of hours and actively do simulation activities. This may include summer camps and UC Extension.

Outreach - Outreach is defined as groups or organizations that would like to utilize the center for a set number of hours and may include simulation activities and or task training. This includes high school groups.

### **10.2 REQUEST FOR ACCESS**

Due to the high volume of educational activities that require the undivided attention of the excellent simulation staff and educators we are instituting this policy for all tours, demonstrations and visits to the Simulation Center. It is imperative that these non-educational activities not interfere with the important training sessions of our learners.

10.2.1 Persons can request a tour from [www.medsim.uci.edu](http://www.medsim.uci.edu) under “About Us” and “Request a Tour.” The submitted request will be reviewed by the Director of Operations and the requestor will be advised as to whether the center can accommodate.

10.2.2 Simulation Program office has up to 14 business days to receive, review and make a determination of request.

10.2.3 There will be no audio or video recordings of the tour, visitors, or spaces without prior consent of simulation center.

### **10.3 PRIORITY**

See section 8.5, Priority

### **10.4 REQUIREMENTS**

#### **10.4.1 Tours**

Tours can be scheduled through [www.medsim.uci.edu](http://www.medsim.uci.edu). Tours will be scheduled in increments of 30 minutes with 10 minutes in between. Tours will be guided by the directors or the director of operations. Only in very limited circumstances will the simulation specialists be required to tour individuals or groups. Simulation specialists may be required to assist the

individual giving the tour. In general, tours will be 15 persons or less unless prior approval from the simulation center staff.

Tours can be scheduled, generally Monday through Friday, 0800-1600

Tours scheduled as a function of medical education or the School of Medicine will be free of charge; tours to external agencies may incur a nominal fee.

Tours to external agencies cannot be scheduled during on-going session times. This is to ensure the privacy of the students/learners.

#### 10.4.2 Demonstrations

Demonstrations can be scheduled through [www.medsim.uci.edu](http://www.medsim.uci.edu).

In general, demonstration will be 15 persons or less unless prior approval from the simulation center staff.

Demonstrations can be scheduled, generally Monday through Friday, 0800-1600, in maximum increments of 4 hour blocks.

Organizer/point of contact will remain with the learners at all time while in the center.

Demonstrations may be subject to charge to cover operational expenses of the center

#### 10.4.3 Outreach

Outreach can be scheduled through [www.medsim.uci.edu](http://www.medsim.uci.edu).

In general, outreach will be 25 persons or less unless prior approval from the simulation center staff.

Outreach can be scheduled, generally Monday through Friday, 0800-1600, in maximum increments of 4 hour blocks.

Organizer/point of contact will remain with the learners at all time while in the center.

Outreach may be subject to charge to cover operational expenses of the center

### 10.5 CANCELLATIONS

Tours, demonstrations, and or outreach may be cancelled at any time prior to 24 hours before the start of the tour. If the event is cancelled with less than 24 hours prior to start time, a minor administrative fee may be assessed at the discretion of the program office.

### 10.6 RIGHT TO REFUSE/TERMINATE



The Medical Education Simulation Center will make every effort to quell any unfortunate circumstances with the planning an operation of group/outreach or tour; however, the center staff has the right to terminate the session for safety and misuse of equipment and/or staff.

## **10.7 PARKING PERMITS**

Per UC Transportation Services Administrative Policies and Procedures 904-11: University departments may not purchase parking permits for students, faculty, or staff.

Departments can purchase parking permits for guests, volunteers, and other non-compensated individuals via departmental recharge. Departments cannot purchase parking permits for University employees or students. All requests for departmental purchases of parking permits for individuals are referred to Internal Audit for approval before permits are issued. (904-11 A2d)

In cases that a parking permit is requested or required, the simulation center program office will call and request a parking permits that the individual will then be able to pick up at the Mesa Parking Structure. Parking passes requested from the simulation center program office will be charged from the simulation center account.

All requests for parking passes for individuals and groups not directly connected with the direct operation of the simulation center (Ex. – faculty asking for a parking pass for an outside industry tour) will be directed to the Medical Education financial analyst for the parking pass. The financial analyst will act as an internal audit function to ensure that the requested is following university policy.

**Section 11**

**Equipment**

### **11.1 BUDGET SOURCE**

The primary budgeting source for equipment resides in the yearly operating budget projections, under budget expense item (Simulation Warranty & Maintenance). This line item includes funding for any warranty plans needed to be purchased in a given year plus the ad hoc maintenance that occurs.

Secondary funding sources (if any) would include, strategic funding, grants, re-allocated funding from the School of Medicine, and endowment.

### **11.2 ACQUISITION AND PROCESS**

All equipment that center wishes to be purchased requires the simulation center staff to thoroughly investigate the needs of the center/program against the needs and capability of the equipment. The center will have a budget expense line item for simulator replacement.

All requested equipment will require a dated quote.

For any equipment item >\$5,000, the following items need to be gathered:

- Dated Quote from the company
- Dated Quotes from 2 other similar manufactures
- Sole source justification
- 21 point justification (when applicable)

For Equipment Items <\$5,000, the following items need to be gathered:

- Dated Quote from the company
- Sole source justification

Once the paperwork has been assembled, the request will then be forwarded to MedEd financial analyst and/or CAO for approval prior to purchase. Once approved, the requisition will then go to the School of Medicine dean's office for purchase. A purchase order (PO) will be generated. The simulation center will be responsible for ensuring the PO gets to the company that we requested the equipment from. The simulation center will keep MedEd informed of the status of the procurement of the equipment and will make notification once it arrives.

Under certain circumstances, MedEd has the ability to purchase small items using the university PALcard. The MEdEd financial analyst retains the card. This will be reserved for small items such as replacement cables, small computer replacement items, etc...

### **11.3 SIMULATION CENTER STANDARD EQUIPMENT**

Below is a listing of the simulation center standard equipment. A complete list of all center equipment is located in Appendix 10

Item	Quantity	Can the item be loaned?	
<b>Simulator</b>			
Laerdal SimMan 3G	3	No	
Laerdal SimMan (legacy)	1	No	
Laerdal SimBaby	2	No	
Gaumard Pediatric Hal	2	No	
<b>Task Trainers</b>			
Laerdal Mega Code Kelly	5	No	
Laerdal Resusci Anne (VAM)	3	No	
Laerdal Resusci Baby (VAM)	3	No	
Laerdal Neonatal Airway Trainer	2	Yes	Student can checkout
Laerdal Pediatric Airway Trainer	2	Yes	Student can checkout
Laerdal Airway Trainer	5	Yes	Student can checkout
Laerdal IV Insertion Training Arm	5	Yes	Student can checkout
Kyoto LP Trainer	2	Yes	Faculty trainer must be identified
Blue Phantom Central Line Trainer	2	Yes	On-site only Faculty trainer must be identified
Blue Phantom FAST Scan Model	1	No	
Blue Phantom Transvaginal US	1	Yes	On-site only Faculty trainer must be identified
Blue Phantom Thoracentesis	1	Yes	On-site only Faculty trainer must be identified
Limbs and Things Catheterization Model	1	Yes	Students can check out
Male Foley trainer	3	yes	Student can check out
Female Foley Trainer	3	Yes	Student can check out
Blue Phantom DVT Trainer	1	Yes	Faculty trainer must be identified
Blue Phantom Vascular Arm	1	Yes	Faculty trainer must be identified
Simulabs TraumaMan	3	Yes	Faculty trainer must be identified
Laerdal BP Training Arms	2	No	
Gaumard Advanced Airway Trainers	2	No	
Simulaid Autopulse Manikin	4	Yes	Student can check out
<b>Other Items</b>			
Crash Carts	4	No	
Defibrillators	8	No	
Laerdal SimPad	1	No	
Laerdal SimPad Plus	4	No	
Long Spineboard	2	Yes	
I/O Drill	2	Yes	On-Site Only

#### 11.4 MAINTENANCE AND CARE

There is allotted time set aside at the end of each week for routine maintenance and cleaning of simulators and equipment, typically Friday afternoon. Additionally, during the last week of March/first week of April, the simulation center goes to a limited schedule so that extensive

maintenance can occur if needed and the annual preventive maintenance on the SimMan 3Gs can occur.

The simulation staff will perform maintenance and cleaning when needed or directed due to operation requirements.

**11.5 BREAKAGE AND REPAIR**

The center realizes that normal wear and tear occurs during the course of simulation activities throughout the year.

If a simulator or piece of equipment breaks or go down, the simulation center staff will make every effort to get it functioning within the timeframe. If this cannot be done, the session may have to be altered or cancelled and rescheduled. The director of operations will immediately be notified if this occurs.

**FRIDAY MAINTENANCE CHECKLIST**

- ✓ Restock medicine carts
- ✓ Reset medications in medicine carts (pressors and sedation drugs)
- ✓ Clean all simulators with sani-cloths and Goo Gone
- ✓ Take used sheets to clinical skills hampers and restock with clean ones
- ✓ Restock OR shelf
- ✓ Clean OR table/bed
- ✓ Organize suture shelf
- ✓ Organize grey cabinets and silver carts
- ✓ Check batteries in laryngoscopes
- ✓ Wipe down simulator laptops and laptops in task training room
- ✓ Wipe down computers in control room
- ✓ Hang all headsets up properly (incl. Revo's)
- ✓ Wipe down counter tops in control room
- ✓ Organize control room cabinets
- ✓ Ensure all computers are logged out
- ✓ Ensure all simulation laptops are put away
- ✓ File paperwork and scenarios from the week
- ✓ Prepare for next week's sessions (pull scenarios, email instructors etc.)
- ✓ Wipe down anesthesia machine
- ✓ Check open endotracheal tubes for popped cuff /balloon
- ✓ Wipe down tables in debriefing rooms
- ✓ Reset chairs around the debriefing room tables
- ✓ Wipe down grey cabinets
- ✓ Wipe down tables in task training room
- ✓ Unplug simulators so they do not charge over the weekend
- ✓ Turn all gasses off
- ✓ Wipe down all VAMs

**FRIDAY QUICK CLEAN (use for busy Fridays)**

- ✓ Reset medications in medicine carts (pressors and sedation drugs)
- ✓ Wipe down all simulators with sani-cloths
- ✓ Check batteries in laryngoscopes
- ✓ Ensure Control room is clean in appearance
- ✓ File paperwork and scenarios from the week
- ✓ Hang all headsets up properly (incl. Revo's)
- ✓ Prepare for next week's sessions (pull scenarios, email instructors etc.)
- ✓ Check endotracheal tubes for popped cuff /balloon
- ✓ Reset chairs in the debriefing rooms
- ✓ Ensure all computers are logged out
- ✓ Ensure all simulation laptops are put away
- ✓ Wipe down all VAMs

If there is a breakage of simulation equipment, the director of operations will be notified, and the program office will work to initiate repairs or order replacement parts. The program office may ask the simulation specialists to interface with the technical departments of various vendors in order to expedite repairs and/or replacement.

If equipment is damaged due to negligence or malicious intent by anyone, the simulation center will immediately remove that individual and notify:

Learner Group	Notification
Residents	Medical Director Residency Coordinator
Medical Students	Medical Director and DoO Course Director Sr. Associate Dean, Educational Affairs
Student Interest Groups	Medical Director and DoO

	Course Director Sr. Associate Dean, Educational Affairs
Tours and Outreach (incl. Camps)	Medical Director and DoO Group Point of Contact
External	Medical Director and DoO Group Point of Contact

## 11.6 OFF-SITE AND IN SITU

The simulation center may provide simulation activities in locations other than the simulation center to include “in situ” at the hospital.

### 11.6.1 Requirements

11.6.1.1 Courses/sessions (anticipated) from departments are required to provide the simulation program office advanced notice request via the normal request method. The simulation center program office will follow procedure in vetting and making determination.

11.6.1.2 The simulation center simulation specialists will escort and transport all simulation center equipment.

11.6.1.3 Simulation specialist will be the only ones to operate the simulation equipment to include set-up and tear down.

### 11.6.2 Process

A request will be made to the simulation center program office; the request will be vetted by the director of operations or designee to determine if time and resources are available. The simulation program office will discuss funding requirements with MedEd finance prior to approval. If workable, the simulation program office will work with the representative/POC at the location to set up times and access. Once on-site for the course/session, the simulation staff will setup. Non-trained help may be obtained to assist in setup/tear down, but will always be under the supervision of the simulation specialists.

*Exception: CF4 ACLS Block; simulation instructor will operate the simulators*

## 11.7 EQUIPMENT LOAN POLICY

### 11.7.1 Criteria

Medical Education Simulation center will loan out certain task trainers based on certain criteria:

1. Must be affiliated with UC Irvine
2. Must have placed a request for equipment through proper channels (e.g. through the center administration office).
3. The trainer is available

#### 11.7.2 Process

If the above criteria is met, the approval will be given through the Simulation Center administrative office. The program office will have 7 days to review and respond. This is to confirm that the piece of equipment is available, will not be needed for that timeframe, and is in good working order.

If the request is placed with less than 7 days' notice, it is up to the director of operations or the directors for approval.

All approval will be generated through e-mail medium so as to have written documentation of requests and events.

Upon approval, specific instructions will be sent to the requester for a time to pick the piece of equipment. The pick-up location will be the administration office (bldg. 836, room 2118). At time of pick up, the requestor will fill out the required information on the log. This will be their agreement to bring the equipment back clean and in good working order.

No equipment is loaned out without signing out the equipment through the program office.

#### 11.7.3 Staff Responsibilities

*Administration* – Process request, process pick up and return, and ensure proper documentation

*Simulation Specialists* – Ensure that the piece of equipment is in good working order, clean, and placed in the task room or the program office on the pickup day. Inspect the equipment upon return for damage.

At no time will the simulation staff be responsible for delivering equipment to individuals or to automobiles, as this presents a safety and ergonomic risk to the employees.

#### 11.7.4 Fee Assessment

Depending on the item borrowed, there will be replacement fees assessed/recharged. Fees will charged based on actual procurement value + applicable shipping. The director of Operations will evaluate if the borrowing individual/organization will be assessed based on certain criteria:

- Item to be borrowed

- Is the borrowed piece of equipment a Blue Phantom or TraumaMan?
- Is the borrowed piece of equipment a Gaumard Airway Trainer?
- Will any invasive instruments be applied to the trainer?
- Number of people training on equipment.

The borrower will be quoted up front by the director of operations for the anticipated charges that will be incurred. Additionally, if the borrowed equipment is received back to the simulation center in non-operational condition, the borrowing agency will be charged for additional repair or replacement.

No charges will be sought before service; however, a recharge number must be on file with the simulation center office.

#### 11.7.5 Borrower Responsibilities

11.7.5.1 The borrower agrees to follow the process to request to borrow a piece of equipment.

11.7.5.2 The borrower agrees to sign out the equipment and return the equipment by the specified time.

11.7.5.3 The borrower agrees to take care of the piece of equipment since it is on loan to them and property of the School of Medicine.

11.7.5.4 The borrower agrees to return the piece of equipment clean and in good working order.

11.7.5.5 The borrower agrees to be financially responsible for all negligent or malicious damage that occurs.



**Section 12**

**Supplies**

## **12.1 BUDGET SOURCE**

### **12.1.1 Medical Students**

The Medical Education Simulation Center has a budgeted expense line item for (Lab supplies) and (Central Distribution). These expense line items are to be used to purchase clinical supplies that can no longer be re-used or have to be replaced. These expense line items are also used to procure clinical supplies that are needed for the clinical foundations courses and any other medical student simulation course.

Supplies designated for a particular program, such as clinical foundations, are procured using the just in time (JIT) model.

### **12.1.2 Residencies and external Agencies**

The use of standard simulation center supply for residency simulation sessions are covered under normal operations. Standard simulation center supplies are defined as supplies in the carts within the simulation center that are used for routine medical simulation iterations. Lab supplies for external agencies and residencies will be required to both anticipate the clinical supply item needed and have us order it and the recharge their department or they will have to supply the supply for the session. For non-medical student sessions, standard airway and intubation equipment is provided; other equipment may or may not be provided. The simulation specialists will communicate with the instructor prior to the session if there is a supply issue and/or the need to purchase supplies.

Supplies designated for a particular program, such as clinical foundations, are procured using the just in time (JIT) model.

### **12.1.3 Nursing Students**

The Medical Education Simulation Center has a budgeted expense line item for (Lab supplies) and (Central Distribution). These expense line items are to be used to purchase clinical supplies that can no longer be re-used or have to be replaced. These expense line items are also used to procure clinical supplies that are needed for the clinical foundations courses and any other medical student simulation course.

School of Nursing procures and brings over their own supplies for all of their

## **12.2 ACQUISITION AND PROCESS**

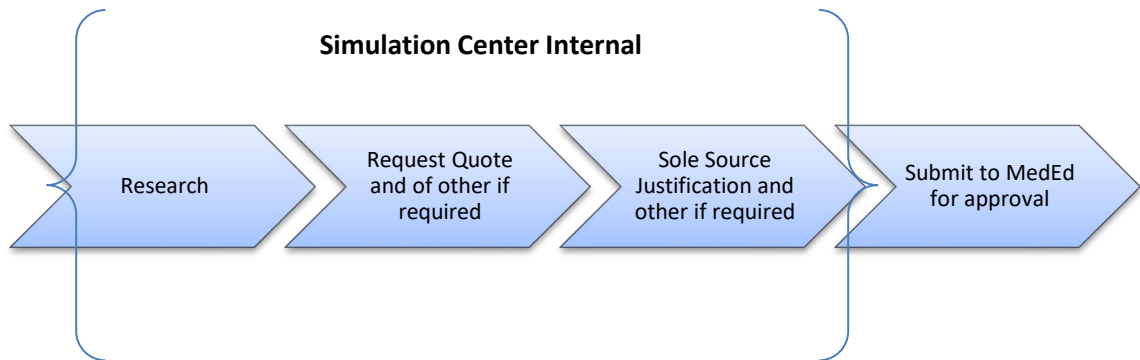
The Simulation Center Program Office has the primary responsibility of ordering and procuring the supplies.

Clinical supplies are normally ordered through MedLine account. In the event that the clinical supply item is not available, then the simulation center will follow the procurement procedures just as if it were equipment purchase.

Any new vendors, such that UC Irvine has not done business with, will require the submission of a W-9 with the requisition. The W-9 is supplied by the vendor.

Used or expired clinical supplies may be procured for use in the simulation center. The simulation center staff will determine if a supply is needed. This excludes expired medication, the simulation center does not use or store real medication.

#### *Simulation Center Acquisition Process*



### **12.3 ORGANIZATION AND STORAGE**

The simulation specialist have the primary responsibility of organizing supplies within the simulation center and task training room. There are carts in each of the simulation bays that have a minimal amount of equipment to include standard airway equipment and supplies. All reusable supplies that are used on a routine basis are housed/stored within the simulation center. All the supplies have a designated area and are labeled if possible/applicable. There is an auxiliary storage space of the 4<sup>th</sup> floor of this building for storage of addition equipment and supplies. Currently, all computer equipment is located and stored in the control room.

Supplies designated for a particular program, such as clinical foundations, are procured using the just in time (JIT) model.

### **12.4 USAGE AND RE-USAGE**

Every effort will be made to re-use supplies even though it may be a consumable medical supply.

Items that cannot/will not be re-used include: sharps such as needles and scalpel.

IV bags will be re-used and refilled whenever possible.

## **12.5 SKIN INSERTS**

The Medical Education Simulation Center will charge the individual medical departments for replacement skins that are utilized during the course of their simulations.

Medical Student Courses

No charge

Nursing Student Courses

No Charge

Residency Courses

At cost fee of the replacement skin +S/H

Interest Group/other

At cost fee of the replacement skin +S/H

## **Section 13**

### **Video Recording and Release**

### **13.1 CONFIDENTIALITY**

Due to the considerable effort in the preparation of the curriculum and simulation cases that have significant educational value, we would like to share these selected cases with as many learners as possible. We ask learners to limit their discussion with others to general statements about their simulation experience.

We ask learner not reveal the diagnoses to other learners as it may limit their learning opportunities and dilute their experience.

Every room in the UC Irvine Medical Education Simulation Center is equipped with recording and listening devices. During training, learners may be recorded. These recordings will be used as part of the educational training and will be immediately destroyed, unless learners have signed consent for to participate in research. At no point will the recordings be made available or be used for in any capacity without written consent. The recordings are held behind a UC Irvine approved firewall with access only to simulation staff.

### **13.2 FORMS**

The Medical Education Simulation Center uses a multitude of release forms depending on the situation. In general, all learners will sign a confidentiality agreement, and will be made aware of the video recording policy as stated below. If recording will be used for some sort of research endeavor, then consent forms will be given to the students.

Currently all forms are signed and stored electronically through Qualtrics®. The Simulation Center Program Office has the only access to Qualtrics®. The simulation center has iPads available for those that do not have

Copies of forms are available in Appendix 14

### **13.3 VIDEO RECORDING POLICY**

The UC Irvine Medical Education Simulation Center is equipped with video and audio recording devices in every room. Videos are used solely for educational purposes within your training unless you have signed consent to participate in research or have signed a video release form. If you have signed a consent form, the video will be archived and accessed by the IRB approved research team per protocol guidelines. If you have signed a video release form for use in other educational activities, it will be archived under the scenario name and date. Your name or any other identifiers will not be stored.

If you have not signed consent or video release and we have recorded your education session, you have the right to sit with simulation staff to ensure deletion of the digital files containing your image or voice.

### **13.4 VIDEO STORAGE**

All stored video is stored in the B-Line SimBridge storage array. This storage array is located on a separate sub-network within the university network. The data stored at this location is also behind firewall software. Digital video recordings are stored behind UC Irvine firewall technology and proprietary firewall technology from B-Line Medical. A limited amount of people have access to the SimBridge.

The simulation center adheres to the University of California Irvine (UCI) policies, records management <http://www.policies.uci.edu/adm/alphaindex.html>, [Sec. 721-12: Archives and the UC Office of the President Information Technology Services records disposition Schedules Manual](#).

### **13.5 VIDEO DISTRIBUTION POLICY**

Video recordings will not be distributed unless consent has been given. Certain individuals with permissions have the ability to access the video recording software, provided by B-Line, and review student performance. Normally this function is restricted to only the Clinical Skills Center to review OSCE recordings. Any and all video distribution for the purposes of research, the parent agency will need to provide the simulation center with a research protocol narrative, and an approved IRB that has been reviewed for Family Education Rights and Privacy Act (FERPA) compliance.

Videos collected as part of a program's training (e.g. resident training) will be distributed to the program director or designee, in the absence of the program director with written consent. Consent may be in the form of an email to the simulation program office. The email must state the individual person coming to retrieve the video files and the date range of the video files to be collected

### **13.6 FILE DESTRUCTION POLICY**

The simulation center adheres to the University of California Irvine (UCI) policies, records management <http://www.policies.uci.edu/adm/alphaindex.html>, [Sec. 721-12: Archives and the UC Office of the President Information Technology Services records disposition Schedules Manual](#), <http://recordsretention.ucop.edu/>

The Medical Education Simulation Center maintains an Electronic File Plan. See Appendix 13

#### **13.6.1 Digital Video Recording**

Digital video recording from either advanced patient simulation or standardized patients encounters shall be stored for up to duration of five (5) years. Digital recordings, for the purpose of research, shall be kept for a period of three (3) years following the conclusion of the research.

##### **13.6.1.1 Office of Primary Responsibility (OPR)**

All digital recordings requiring deletion from the SimBridge requires the Director of Operations or designee to perform that operation. Medical technicians, instructors, or faculty are explicitly forbidden to delete video recordings of learners and events without expressed consent from the Simulation program office.

#### 13.6.2 Handwritten/Typed/Photocopied Curriculum

Materials (scenarios, cases, checklists, etc.) for standardized patient encounters and/ or advanced patient simulations shall be stored as long as administratively useful.

#### 13.6.3 Student Rosters

Any and all student rosters will be kept for a period of one (1) year (hard copy). Rosters scanned into digital form, or rosters collected as part of attendance tracking software will be kept until no long administratively useful or purged by the Office of Institutional Technology.

#### 13.6.4 Administrative Documentation

Any documentation used for the purpose of simulation center operations and administrative tasks shall be stored as long as administratively useful. This may include potentially identifiable information (PII) such as instructor lists and contact information, and departmental recharge codes.

All storage of information is stored behind University of California Irvine firewall technology. Digital video recording are stored behind UC Irvine firewall technology and proprietary firewall technology from B-Line Medical.

Privacy Act of 1974 and Health Insurance Portability and Accountability Act of 1996 (HIPAA) will apply where applicable.

### **13.7 BREACH OF POLICY**

Any breach in policy concerning video destruction will be immediately reported to the Director of Operations for further action. Individuals deemed to be in breach of destruction policy will have B-Line rights immediately revoked and face university administrative action for not following policy. The Director of Operations will elevate the breach of policy per university policy which may include the Privacy Office, Office of Research, and/or Risk Management where applicable.



**Section 14**

**Fiscal**

## 14. FISCAL

All fiscal activities will be captured in the Quali Financial System and maintained by the Medical Education Financial department/Analyst. Internally, the simulation center will maintain internal budget tracking through the program office.

### 14.1 Fee Structure

Simulation services are provided at \$349.00/hr (one room – one technician – no instructor). Additional fees apply for 2<sup>nd</sup> technician labor, certain inserts/supplies, and overtime. Instructor fees

AHA course fees will be charged as listed on the website. Fees are subject to change without notice.

Simulation Instructor Training Course fees will be charged as listed on the website. Fees are subject to change without notice.

MOCA course fees will be charged as listed on the website. Fees are subject to change without notice.

Fee for services can be paid by either departmental recharge, using a credit card via the campus credit card system (CCCS), or by check.

Checks are payable to “UC Regents” and mailed directly to the Medical Education Simulation, 836 Health Sciences Road, Suite 2118, Irvine, CA 92697.

All fees are subjected to a SOM 10% overhead fee

All fees are subject to a UCI campus fee of 14.6% (external revenue sources only)

All organizations utilizing the CCCS will be subject to a 3%-5% fee

An event markup fee may be utilized for external industry customers.

#### 14.1.1 Quote for Service

All requests for the simulation center service will start with a request for session or course. The simulation program office will then generate a quote based on the request. The program office may request more information to be able to accurately quote the requestor.

Quote for service does not apply for medical student, nursing, or resident activities scheduled as part of the curriculum throughout the course of the academic year.

#### 14.1.2 Session Types that Require Quotation

- 14.1.2.1 Summer camps/summer programs that take in fees
- 14.1.2.2 Outreach programs that take in fees from private/public funds
- 14.1.2.3 External courses (i.e. Advanced Trauma Life Support, MOCA)
- 14.1.2.4 Evening or weekend events that are not directly tied to student or advancement activities
- 14.1.2.5 Funded Research

**14.2 BUDGET**

The overall Simulation Center budget is drafted by the simulation center program office and approved by Medical Education and the Dean’s office. The Director and Director of Operations are directly responsible for assessing, managing, projecting, and allocating funding in preparation of the budgetary process yearly to cover expenses for the upcoming year.

Items taken into consideration yearly during the budgeting process:

<b>REVENUE</b>	
Medical Education Restricted Funds (MERF)	Amount of funding the SOM provides to educate medical students
Sales and Service	Amount of revenue generated by sales and/or services to the public (i.e. Heartcode, MOCA)
Hospital Funding	Amount of funding UCIMC provides the simulation center
Endowment/gifts	Amount of funding provided from endowments and/or gifts
AHA – MedED	Amount transferred from MedEd to subsidize the student AHA BLS for year 1 and year 3
Grant Funding	Amount of funding awarded from grants
<b>EXPENDITURES</b>	
Salaries – Staff	Base salary based on FTE
Supplies and Materials	Represents the operating expenses of the simulation center
Travel	Amount budgeted for travelling for professional development and/or conference presentation
Employee Benefits	Percentage of the base salary to cover benefits
Special Items	Represents the director stipend
Assessments	Percentage of the total revenue to cover administrative expenses at the campus and MedEd level

**14.3 REQUIRED REPORTING**

- 14.3.1 Monthly Mandatory Reporting

#### 1. Budget Variance Report

- a. This report will be generated by the MedEd financial analyst or designee and be presented on a monthly basis to the Dean's office. The director of operations will work closely with the financial analyst to ensure accurate inflows/outflows monthly.

#### 14.3.2 Yearly Mandatory Reporting

##### 1. July - Annual Report to the Dean

- a. The simulation center will prepare a center annual report highlighting center activities to the Dean, School of Medicine. This version of the report is also distributed to the Vice Dean for Medical Education

##### 2. July - Center Annual Report

- a. The simulation center will prepare a center annual report highlighting center activities for all stakeholders. This report will be available on the center's SharePoint site, and will be distributed to department liaisons and other pertinent stakeholders.

### **14.4 ANNUAL BUDGET REPORTING REQUIREMENTS**

The simulation center is responsible for drafting a budget to submit to Medical Education. The draft budget is due to MedEd mid-February for review and discussion. The medical director, director of operations, division chief, financial analyst, and chief administrative officer will sit down and discuss the draft budget. The budget will be presented to the Dean's office mid-May. This may involve further discussion and/or revisions. Complete budget approval should occur in June. The budget cycle follows the academic year July 1 – June 30. The Medical Education financial analyst will forward all necessary annual financial reports on behalf of the Medical Education Simulation Center up to the Dean's office and/or campus finance organizations. The director of operations will work closely with the MedEd financial analyst or designee to ensure an accurate product exists leaving Medical Education.

### **14.5 PURCHASE AND ACQUISITION PROCEDURE**

Please see section 11 (Equipment) and 12 (supplies)

### **14.6 REIMBURSEMENT**

#### 14.6.1 Travel

Personal expenses to be reimbursed by the university will follow university guidelines pertaining to reimbursement for travel expenses.

See also *Travel*, Section 15

#### 14.6.2 Supplies and other

Supplies and other items purchased on personal account must have prior approval from the MedEd financial department/analyst and is considered an emergency purchase. It is up to the discretion of the MedEd financial department/analyst to determine if expense qualifies, based on university policy, for reimbursement.

### 14.7 PAYROLL

Payroll falls under the purview of the university and HR policies. Simulation Specialists (total 2.0 FTE) and the Administrative Assistant (1.0 FTE) are unionized employees of the institution. They are non-exempt hourly employees. The Director of Operations (1.0 FTE) is a unionized exempt employee. Payroll is an operating expense on the simulation center budget and includes payroll and benefits. The medical director is paid by stipend to their home department. Their home department is responsible for their payroll.

- Simulation Specialists = paid bi-weekly
- Administrative Assistant = paid bi-weekly
- Director of Operations = paid monthly

The simulation specialists and administrative assistant are required to submit their hours on a daily basis through the time reporting system. In general, 8.0 hours and day, plus a ½ hour lunch is a work day.

#### *Non-Exempt Employees*

*For compensation purposes, the regular number of hours worked by a full-time, non-exempt employee is 40 hours in a workweek. An employee whose total workday is at least 5 hours will be provided with a meal period of at least 30 minutes.*

*(PPSM-30)*

Any and all overtime has to be approved by the Director of Operations and MedEd.

The Director of Operations is required to submit the timesheet monthly through the university time reporting system.

**Section 15**

**Travel and Meeting Attendance**

The Medical Education Simulation Center will travel and attend meetings for business purposes only. It is the policy of the University to comply with IRS regulations regarding the provision and reimbursement of business-related travel, and to conform to the IRS “accountable plan” rules.

Business Purpose Defined - The business purpose of a University traveler may include activities that contribute to any one of the University’s major functions of teaching, research, patient care, or public service, or to any other substantial and bona fide University business activity.

All information herein is resourced from university travel policy  
<http://www.accounting.uci.edu/travel/resources/policies.html>.

### **15.1 MEETINGS/CONFERENCES**

Meetings common to the operations of the Medical Education Simulation Center and generally approved in the budget include:

- ✓ International Meeting of Simulation in HealthCare (IMSH)
  - Medical Director
  - Director of Operations
  - Simulation Specialists (every other year, if approved in budget)
  - Administrative Assistant/Office Manager (every other year, if approved in budget)
- ✓ Simulation Education Network (SEN)
  - Medical Director
  - Director of Operations
- ✓ American Society of Anesthesia (ASA)
  - Medical Director
- ✓ Interservice/Industry Training, Simulation and Education Conference (I/ITSEC)
  - Director of Operations

Any attendance of meetings/conferences will first have to be approved by the Director of Operations to ensure that the funding is available at the department level. The Director of Operations will then discuss the financial implications with the MedEd financial analyst to determine budgeting and approval.

If approved, the program will help to coordinate the travel arrangements for the said meeting/conference. Each member approved to attend will be responsible to accomplish the registration tasks as applicable

### **15.2 REIMBURSEMENT POLICY**

It is the policy of the University that all official travel shall be properly authorized, reported, and reimbursed in accordance with this Bulletin. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, the University, unless otherwise noted in this Bulletin. When a University employee travels under the sponsorship of a non-

University entity, travel expenses, including advances, prepayments, or billings, shall not be charged to a University account or billed to the University; airline tickets must be obtained from the sponsor.

University employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses they incur. In addition, it is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth.

### **15.3 COVERED EXPENSES**

The university shall set policy on what expenses are covered. Prior to any authorized trip, the requester has a duty to know what is covered and what is not covered, university travel policy <http://www.accounting.uci.edu/travel/resources/policies.html>.

The university utilizes a proprietary system for entering qualified business expenses; however, employee may wish to track expenses personally. IRS Form 2106 can be used to track business expenses, <http://www.irs.gov/pub/irs-pdf/f2106.pdf>.

#### Meals and Incidental Expenses (M&IE)

- Up to **\$62.00/day** (>24 hours but less than 30 day Travel)
- Actual Amount up to 100% of combined per diem (30 days or more)

#### Mileage

Mileage shall ordinarily be computed between the traveler's headquarters and the common carrier or destination. Expenses for travel between the traveler's residence and headquarters (commuting expense) shall not be allowed. However, mileage expenses may be allowed between the traveler's residence and the common carrier or destination if University business travel originates or terminates before or after the traveler's working hours, or if travel originates or terminates during a regularly scheduled day off.

When a traveler is authorized to drive a private vehicle to or from a common carrier terminal, mileage may be reimbursed as follows:

- One round trip, including parking for the duration of the trip; or
- Two round trips, including short-term parking expenses, when an employee is driven to a common carrier.

See <http://www.accounting.uci.edu/travel/reimbursement/mileage-rates.html> for current mileage rates.

#### Airfare



Coach class or any discounted class shall be used in the interest of economy. This policy applies to all travel (domestic or foreign, or any combination thereof) regardless of the purpose or fund source.

### Lodging

For trips shorter than 30 days that are within the continental United States, the lodging expense reimbursements are actual up to \$275 per night before taxes and fees. The lodging rate must be reasonable for the locality of travel. When the traveler is unable to secure lodging at \$275 per night or less, the traveler must submit additional documentation such as price comparisons within the proximity of the meeting location. The price comparisons should be performed at the time of booking.

Business office expenses such as word processing services; equipment rentals; fax and computer expenses; copy services; overnight delivery/postage; purchase of materials and supplies, when normal purchasing procedures cannot be followed; rental of a room or other facility for the transaction of official business; local and long-distance telephone calls (including one reasonably brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing (if a trip exceeds six days). . ( Policy G-28, Sec. F)

Charges for checking and storing baggage necessary for the business purpose of a trip. Excess baggage charges are also allowable; however, justification for carrying excess baggage must be provided on the Travel Expense Voucher. (Policy G-28, Sec. F)

The occasional use of a one-day airline or airport membership may be approved, provided there is a significant business purpose of the use of the membership, such as a planned meeting or conference call. The cost of the membership is reimbursable as a miscellaneous travel expense. . (Policy G-28, Sec. F)

When a traveler lodges with a friend or relative while on official business for the University, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The actual cost of such a gift may be reimbursed up to \$75. Under IRS regulations, a receipt must be provided for gifts costing \$25 or more. Only one gift per stay may be provided to a host.

### Auto Transportation

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.

The standard reimbursement rate per mile will apply. This rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc.

A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and may include up to an intermediate-size model, per the terms of UC-negotiated rental agreements. Vehicles up to an intermediate-size model should be used unless a no-cost upgrade is provided.

Charges for ferries, bridges, tunnels, or toll roads may be claimed by the vehicle operator. Reasonable charges for parking while an employee is on travel status or on University business away from regular duties also will be allowed for the following:

Day parking on trips away from an employee's headquarters;

Day and overnight parking on overnight trips away from an employee's headquarters or residence (a claim should not be made if free overnight parking is available); and

Parking charges incurred when an employee without a location parking permit is occasionally required to drive to and from headquarters.

Travelers should seek out the longer term parking accommodations at airports or common carriers when travel is expected to exceed twenty four hours.

Valet parking charges in excess of normal parking charges shall be borne by the traveler, unless the traveler obtains an exception.

Motorcycles, except those of University police department employees on motorcycle assignment, shall not be authorized for use on official University business, nor shall any reimbursement be made for the use of such vehicles.

#### **15.4 UN- ALLOWED EXPENSES**

- Alcoholic beverages are beer, wine, or any beverage containing distilled spirits.
- Entertainment expenses that are lavish or extravagant under the circumstances;
- Expenses that represent additional taxable income to an employee or student<sup>1</sup> under Internal Revenue Service (IRS) regulations;
- Monetary contributions to a political campaign or candidate;
- Entertainment expenses for employee birthdays, weddings, anniversaries, or farewell gatherings (excluding celebrations for retirement or for employees separating from University employment with at least 5 years of service);
- The purchase of property or services for personal use or for a non-business reason; and
- Expenditures that are not permitted under the terms governing restricted funds.

#### **15.5 DOCUMENTATION REQUIREMENTS**

The original of the following receipts must be submitted with the Travel Expense Voucher: Receipts for all airline expenses. Receipts for all lodging expenses incurred for domestic travel, except where per diems are authorized for lodging expenses (i.e., long-term travel, use of non-commercial facilities, etc.). Since hotel receipts may include charges that are not reimbursable, the traveler shall not be reimbursed for lodging expenses unless the receipt University of California Policy G-28 Travel Regulations presented by the traveler contains itemized charges for the room, e.g., taxes, telephone, etc.

- Receipts for all rental car expenses.
- Receipts for exceptional meal expenses of \$75 or more.
- Receipts for local transportation costing \$75 or more.
- Receipts for each miscellaneous expense of \$75 or more.
- Receipts for all private aircraft landing and parking expenses.
- Receipts for all extraordinary items, such as repair of accidental car damage, supported by appropriate justification.
- Receipts for gifts provided to a host costing \$25 or more.
- An agenda, itemized receipt, or other supporting documentation for all registration fees.
- Any reimbursable item not specified above costing \$75 or more.

#### *Missing Receipts*

When original receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the Travel Expense Voucher. The statement must include a certification that the amount shown is the University of California Policy BFB-G-28 Travel Regulations amount actually paid and that the traveler has not and will not seek reimbursement from any other source.

## **15.6 NON-EXEMPT EMPLOYEE TIME**

### 15.6.1 Travel Time

Assigned travel during an employee's normal working hours, including travel on his/her scheduled days off, is counted as time worked. However time between home and workplace is not time worked. (PPSM-30 Sec C.2)

#### 15.6.1.1 Same Day

For travel that does not keep an employee away from home overnight, travel time to first destination and from last destination is not counted except in cases where the time of travel exceeds the normal everyday travel time. (PPSM-30 Sec C.2.d)

Meal costs can be claimed only for travel longer than 24 hours and with overnight lodging.

#### 15.6.1.2 >24 hour Travel

For travel that keeps the employee away from home >24 hours is counted as time worked when it occurs during the employee's normal working hours, including scheduled days off. (PPSM-30 Sec C.2.d)

#### 15.6.2 Work time

Work time will be counted on the standard 8-hour work schedule unless the job requirements are outside of the standard 8-hour schedule (example – presentation or workshop that lasts until 1900). If the requirements are outside of the standard 8-hour schedule, the non-exempt employees will be compensated overtime. This includes conference attendance during holidays.

Non-exempt employees are required to fill out electronic timesheets and make proper annotations and comments as applicable. All submitted timesheets will be reviewed by the director of operations prior to being forwarded to the dean's office.

**Section 16**

**Research**

UCI's IRB is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted by UCI faculty, staff, or students. UCI's IRB is composed of more than 50 members representing University faculty and staff, as well as the local community. The IRB reviews research which involves human subjects to ensure that two broad standards are upheld: first, participants are not unnecessarily exposed to risk; second, they willingly give, without undue influence or coercion, informed consent to participate in the research. A project is first reviewed in its proposal stage - even before participants are recruited.

## 16.1 IRB POLICY

Research conducted at the Medical Education Simulation Center will follow the institution's policy to require an IRB, <https://research.uci.edu/policy-library/index.html>. Information for parent organizations can be found at <http://research.uci.edu/>. All expected paperwork and timeliness will be followed. In addition, because the Medical Education Simulation Center in the School of Medicine, the center requires that all research done on medical students/nursing students have a FERPA review.

e-app IRB application training video - <http://www.research.uci.edu/assets/videos/irb-intro/html5/index.html>

Prior to any scheduled research, the protocol will have to be approved for use in the simulation center, by first the Medical director, then, if necessary, Vice Dean of Medical Education.

Prospective research will have to follow the same process to develop a course and scenarios through the [www.medsim.uci.edu](http://www.medsim.uci.edu) website. To do this all potential research must submit a new course request form, located on the UC Irvine Simulation Center website <http://medsim.uci.edu>. On the new course form, there is a fill in block asking if this course is for research (yes/no). Once the course is submitted, the course request will follow nominal "new course request procedures" (See Course Scheduling Policy). The course will be looked at and approved/dis-approved based on information provided. The research proposal and research protocol along with all curricula is required for approval. The simulation center will approve/dis-approve/provisionally approve the course.

### Scheduling

All scheduling will go through the simulation center. There will be no ad-hoc scheduling unless approved to do so by the Director of Operations. This is to ensure no simulation resource (equipment/staffing) conflicts are present.

### Roles

The simulation staff is there to assist in research by providing space/resources and simulation operations consulting for your research project. Simulation staff roles include scheduling, and running the simulation session as the operator. The simulation staff will not consent subjects regarding research and will not be stewards of any research paperwork. No research data may

be stored on site, with exception of any video/audio recording captured by the research case. The simulation staff may take part in the rough and final write-ups for the research and help with processing the final product, but will do so as the simulation schedule allows.

*Exception*

For internal research (research conducted by the simulation center) schedule blocking and additional administrative time may be added at the discretion of the director of operations.

## **16.2 PUBLICATION POLICY**

The name “*UC Irvine Medical Education Simulation Center*” will be acknowledged in any work intended for the public audience to see including: presentations of un-published works, workshops discussing the research and protocols of said research, on abstracts, and in peer-reviewed and non-peer-reviewed articles. This includes any research study collection performed at the simulation center by other departments (e.g. – Department of Emergency Medicine)

## **16.3 AUTHORSHIP RULES**

It is the policy of the Medical Education Simulation Center that any staff directly related to the research project and/or write-up is named as a contributing author in the abstract or final presentation.

## **16.4 DATA COLLECTION RESPONSIBILITY**

Roles

The simulation staff is there to assist in research by providing space/resources and simulation operations consulting for your research project. Simulation staff roles include scheduling, and running the simulation session as the operator. The simulation staff will not consent subjects regarding research and will not be stewards of any research paperwork. No research data may be stored on site, with exception of any video/audio recording captured by the research case. The simulation staff may take part in the rough and final write-ups for the research and help with processing the final product, but will do so as the simulation schedule allows.

## **16.5 SECURITY**

Please See Section 13 *Video Recording and Release*

## **16.6 FEE FOR USE**

In general, the Medical Education Simulation Center charges a fee for the use of facilities and simulator time for all research. Organizations wishing to do research in the Medical Education Simulation Center should contact the medical director or director of operations.

### **16.6.1 Funded Research (grant/departmental)**

Funded Research will always be required a fee for access or use. The simulation center should be listed a budgeted (service provided) line item on the organization's budget

#### 16.6.2 Unfunded Research

Unfunded research may or may not require a fee for access or use. This will be determined by the director of the simulation center.

#### 16.6.3 Arriving at a Fee

The simulation center will assess a fee based on the fee structure and internal calculations based on the scope of work required by the simulation center and staff.

#### 16.6.4 Exception to Policy

Exceptions to policy will be at the discretion of the medical director, Medical Education Simulation Center.

### **16.7 INDUSTRY RESEARCH/USABILITY/BETA TESTING**

The Medical Education Simulation Center does allow outside organizations access to the facilities to conduct independent research; however, the simulation center and Medical Education will determine if it is in the best interests of the university to do so.

#### 16.7.1 Arriving at a Fee

The simulation center will assess a fee based on the fee structure and internal calculations based on the scope of work required by the simulation center and staff.

#### 16.7.2 Use of UC Irvine IRB Process

The use of the UC IRB for industry research/usability/beta testing will be on a case by case basis only as determined by the director in consultation with the Vice Dean of Medical Education

### **16.8 RESEARCH RECORDKEEPING**

The lead researcher is required to maintain all recordkeeping functions. The UC Irvine Medical Education Simulation Center will only submit IRB applications for projects that list the medical director, Medical Education Simulation Center as the lead researcher. The lead researcher will designate the Simulation Center Program Office or Director of Operations to maintain an audit file per Office of Research policies.

#### 16.8.1 Audit File

For any IRB initiated by the Simulation Center Program Office, the office will maintain an audit file that will contain the following items, in this order:



Section 1 Sponsor Correspondence (e.g. NIH, NSF)

Section 2 Investigator Assurance and other Documents (e.g. HHS 596, FDA Forms)

Section 3 IRB Approvals

3.1 Initial Approval

3.2 Modification Forms

3.3 Continuing Review

3.4 IRB Correspondence

3.5 FERPA Correspondence

3.6 Adverse Events Reports

3.7 Consent Forms

3.8 Approved Advertising

3.9 Study Closure

Additional information concerning subject heading can be found:

<http://www.research.uci.edu/compliance/human-research-protections/researchers/preparation-maintenance-research-audit-file.html>

**Section 17**  
**Safety and Security**

## 17.1 EMERGENCIES

The UC Irvine Medical Education Simulation Center follows the campus emergency management policies

### General

#### 17.1.1 Plans and Procedures

- All campus emergencies are governed by [UCI Emergency Management Policy \(Section 905-30\)](#)
- [Emergency Operations Plan](#)
- [Emergency Procedures Flip Book](#)

#### 17.1.2 Campus Evacuation/Assembly Areas/Search and Rescue

- Primary Assembly Area = North, volleyball court area past Tampkin Lecture Hall
- Secondary Assembly Area = Not Assigned
- Click [here](#) for additional evacuation zones around campus

#### 17.1.3 Other Important Numbers

- |                         |   |
|-------------------------|---|
| ▪ Police Department     | <a href="http://police.uci.edu/">http://police.uci.edu/</a><br>9-1-1 or 949-824-5223                  |
| ▪ Facilities Management | <a href="http://www.fm.uci.edu/">http://www.fm.uci.edu/</a><br>949-824-5444                           |
| ▪ Emergency Management  | <a href="http://police.uci.edu/em/index.html">http://police.uci.edu/em/index.html</a><br>949-824-7147 |

## 17.2 Physical and Psychological Safety of Individuals involved in Simulation

Psychological safety is a shared belief that the team is safe for interpersonal risk taking. In psychologically safe teams, team members feel accepted and respected. It is also the most studied enabling condition in group dynamics and team learning research.

### 17.2.1 Psychological Safety

Psychological safety impacts the learners' ability to engage in simulated events and critical reflection. Engagement in these activities is essential in fostering changes in critical behaviors.

#### *Facilitators*

The facilitators will be expected to have completed the Simulation Instructor Training Course, or equivalent to effectively facilitate and manage debrief sessions. Facilitators are to be vigilant to identify individuals' who may be having trouble with a particular session or scenario.

### *Simulation Specialists*

Simulation Specialists routinely observe the learner in the normal course of their work. If the simulation specialist identifies a potential problem, he/she will notify the instructor and the Program Office.

### *Learners*

If a learner has obvious or expressed emotional distress because of an event that occurred during the simulation or if the simulation led them to a “real life” emotional frame, the learner will be excused from the simulation activity; the facilitator and/or member of staff will have a one to one discussion with the learner and/or be referred to the SOM psychologist and/or escorted to mental health individuals.

## 17.2.2 Physical Safety/security

UC Irvine Medical Education Simulation Center abides by UCOP, UCI, and SOM policies regarding safety and security. To that point:

### *Emergency Procedures and Evacuation*

Emergency procedures and evacuation procedures are outlined in the Medical Education Simulation Center Policy Manual. In addition, the debriefing rooms, control room, and copy room contain “hard” copies of the Emergency Procedures.

*Severe Weather*, see Medical Education Simulation Center Policy 8.7.

### *Defibrillators*

*The defibrillators in the simulation center are real and will deliver live energy.* Placing the pads on the metal discs on the patient’s chest will display the cardiogram on the defibrillator screen. Learners are briefed at the orientation to the simulation center at the beginning of their first year and the simulation specialists re-iterate this at the beginning of each individual session.

The amount of acceptable energy (joules) for simulation sessions are mandated to be set at 2 joules or whatever the lowest energy delivery setting in on the current defibrillators. Exceptions may be made at the request from the instructor specifically for an activity.

### *Separation of real vs. simulation equipment*

The Medical Education Simulation Center is located in the School of Medicine and physically separated from UCIMC. There is no need to separate real and simulated equipment. Several of the equipment items in the simulation center are real/operational items that are used for simulation activities. To the extent Possible, these equipment items have been labeled.

### *Real Medication vs. simulation medication*

The simulation specialists will routinely audit the medications in the various carts to ensure that no real medication has been added to the simulation inventory.

### *Latex Allergy*

Since the simulation center receives supplies from the hospital that may be expired or extra supplies, in rare cases there may be latex supplies that end up in the simulation center. (Example: sterile gloves). There are posted signs throughout the center asking learners to self-identify a latex allergy so that staff can provide alternatives if available.



**Section 18**

**Customer Relations**

## **18.1 DISPUTE RESOLUTION**

### **18.1.1 Staff**

Issues of dispute between staff members will try to be resolved within the parties. If a resolution cannot be reached the dispute will elevate to the Director of Operations. The director of Operations may handle the dispute or choose to elevate to the medical director.

Typically the Director of Operations is the final decision authority in all staff functions with regard to daily operations.

### **18.1.2 Staff and Instructor**

Issues of dispute between staff members and instructors will try to be resolved within the parties. If a resolution cannot be reached the dispute will elevate to the Director of Operations. The director of Operations may handle the dispute, consult the medical director, or choose to elevate to the medical director to handle at the faculty level.

### **18.1.3 Staff and Student**

Issues of dispute between staff members will try to be resolved within the parties. If a resolution cannot be reached the dispute will elevate to the Director of Operations. The director of Operations may handle the dispute or choose to elevate to the medical director.

### **18.1.4 Staff and Other**

Issues of dispute between staff members and instructors will try to be resolved within the parties. If a resolution cannot be reached the dispute will elevate to the Director of Operations. The director of Operations may handle the dispute, consult the medical director, or choose to elevate to the medical director to handle at the faculty level.

## **18.2 PUBLIC AFFAIRS/COMMUNICATIONS**

### **18.2.1 Talking to News Media**

The Simulation Center staff will not talk to any news media representative without first having prior clearance from the School of Medicine. When applicable, the member of the news media will be directed to the Office of Strategic Communications.

<http://communications.uci.edu/about-us/staff.php>

General Press Inquiries: 949-824-6922

At no time with any of the staff discuss individual students or contain data that is deemed personal identifiable information (PII) (See 1.8, terminology) without the SOM and student consent.

#### 18.2.2 Information Dissemination

Any and all information disseminated from the Medical Education Simulation Center will first be approved by the School of Medicine and the Medical Director or designee

### **18.3 MARKETING**

#### 18.3.1 Direct Mail

The simulation centers, on occasion, will direct mail certain marketing segments to increase course participation. Any and all direct mail to recipients will have prior approval from the Director of Operations and or Medical Director.

Email correspondence in the form of marketing, on occasion, can either come from the Simulation Center program office or the support staff after approval to disseminate.

All direct mail marketing will be accomplished with the goal of increasing course registrations or to offer a product for purchase (if applicable)

#### 18.3.2 World Wide Web

The Medical Education Simulation Center maintains a web presence through the university website, [www.medsim.uci.edu](http://www.medsim.uci.edu). Additionally, the simulation center also maintains a Facebook account, which is managed by the Director of Operations.

The university website offers up information concerning courses and operations.



**Section 19**

**Continuing Medical Education**

### 19.1 CURRENT LIST OF CME APPROVED COURSES

Maintenance of Certification in Anesthesia (MOCA)
--

### 19.2 RECERTIFICATION POLICY

Each year the simulation center is required to submit a recertification package to continue to do CME. The CME office will be in contact, and send applicable material. Recertification packages include:

- CME application and supplemental materials
- Budget Form

### 19.3 FEE STRUCTURE

CME Fee Schedule

Accreditation Fee	Grant Fees	Content Review
<b>\$1000.00/year for conferences</b>	5% of all grant and exhibit revenues received	0
\$3000./meeting series – per calendar year		

The simulation center is charged \$120.00/student/8 hour that will be billed to the simulation center on a monthly basis. This amount per student should be factored into the cost of the program for budgetary purposes.

### 19.4 MANDATORY ELEMENTS AND DOCUMENTATION

The Program Manager/administrative Assistant prepares and ensures all documentation is complete and submitted.

- Evaluation and Outcomes summaries from past programs of the same topic area, if applicable
- Peer-reviewed literature as an evidence-based needs source
- Preliminary sample agenda (or past sample agenda)
- Speaker and Planning Committee list
- Budget

All items are submitted to Ellen Seaback, Office of CME, 949-824-1150, [eseaback@uci.edu](mailto:eseaback@uci.edu)

836 Health Sciences Road, Rm. 3123  
Medical Education Building #836  
Irvine, CA 92697-4089

UCI Tax ID: 95-2226406

**Section 20**

**Quality Improvement/Assurance (QI/QA)**

The simulation center has multiple processes in place to track the quality of programs, courses, sessions, instructors, and operations.

## 20.1 RESPONSIBILITY

The simulation Program office hold responsibility for initiation, application, and tracking of all quality assurance or improvement projects. The QI/QA projects may be self-generating or generated from School of Medicine.

The director of operations, with the help of the administrative assistant/program manager, will manage the day-to-day functions of the QI/QA program.

All simulation center staff have the responsibility to actively pursue quality improvement/assurance

## 20.2 METHODS OF TRACKING

The simulation center utilizes an operational database to manage and track the status of QI/QA projects. The information is gathered from direct observation, course reviews, session reviews and metrics. The report is typically sent to the Sr. Associate Dean for Medical Education annually; however, the report may be generated at any time for administration.

The director of operations and administrative assistant/program manager only have access to input and modify data.

## 20.3 APPLICATION OF QI/QA

Each QI/QA project will follow the same template, for purpose of standardization, and ease of entry into the system. Each project will have the following items:

- ✓ Project Name
- ✓ Gap/rationale
- ✓ Current Process
- ✓ Activity Proposal
- ✓ Reason for Chosen Activity
- ✓ Intervention/Action Plans
- ✓ Barriers
- ✓ Measures
- ✓ Timeframe
- ✓ Start Date
- ✓ Notes

## 20.4 QUALITY IMPROVEMENT/ASSURANCE

### 20.4.1 Instructors

The screenshot shows a web-based form titled "QI / QA Project Input Form" from the University of California, Irvine Medical Education Simulation Center. The form is for a "Simulation Specialist Orientation Checklist" project. It includes the following sections:

- Gap/Rationale:** A text area containing "No standardized new hire simulation specialist orientation checklist".
- Current Process:** A text area containing "There is no new staff (simulation specialist) orientation checklist".
- Activity Proposal:** A list with two items: "1. New hire simulation specialist orientation checklist" and "2. Policy governing new hire orientation".
- Reason for Chosen Activity:** A list with two items: "1. Standardize new hire simulation specialist orientation" and "2. In line with best practices".
- Interventions/Action Plans:** A list with three items: "1. Identify all simulation activities and tasks that simulation specialist needs to know.", "2. cross-reference tasks with JD & PS", and "3. create a checklist".
- Barriers:** A list with two items: "1. Time" and "2. Operational schedule".
- Measures:** A list with one item: "1. Completed orientation checklist that will be used on all new hire simulation specialists".
- Start Date:** A date field set to "5/1/2013" and a checkbox for "Current/ongoing" which is checked.
- Timeframe:** A text area containing "Total Time: 4 Weeks", "Start Date: May 2013", and "Complete Date: June 2013".
- Notes:** A large text area for additional comments.

#### 20.4.1.1 Simulation Instructor Training Course

All instructors who desire to teach within the Medical Education Simulation center will be required to go through and successfully complete the center's "Simulation Instructor Training Course," or have proof of attending a simulation instructor course at UCLA, WISER, or CMS. They will also be required to take part in any instructor meetings/webinars that the center has as a continuing education (non-credit) effort. During this time the instructors are observed initially at least once.

Exceptions to policy are rare and by per-case basis

#### 20.4.1.2 Annual Evaluation

All active simulation instructors are evaluated annually (by academic year) at least once by observation by the director, director of operations, or the simulation fellow using the DASH® and narrative feedback.

The evaluations are stored in the simulation center's operational database.

#### 20.4.2 Curriculum and courses

All curriculum documents will be reviewed by simulation center staff at various levels (leadership and simulation specialists) to ensure all required information is present during the initial new course development phase. Curriculum will be evaluated by leadership for completeness and the curriculum will be evaluated for simulation and technical aspects by the simulation specialist. Curriculum will be reviewed annually by course director/dept. to ensure that the curriculum meets current training needs/objectives.

See also Sec. 5.5 and 6.4

#### 20.4.3 Sessions

Individual sessions will be audited at least annually by center leadership to ensure that the instructor and session is following the approved course curriculum. The center leadership has the right to audit or address any issues that are noticed outside the normal QA/QI review window. The audit of sessions will include a review of the approved course in relation to what is being presented, and a DASH© instructor evaluation form will be completed on the instructor by the center leadership.

#### 20.4.4 External/other

All accredited courses that the center presents/holds will follow the accrediting agencies evaluation guidelines.

The Center leadership will routinely audit such courses to ensure compliance with course curriculum. This currently includes: Maintenance of Certification in Anesthesiology (MOCA), and American Heart Association (AHA) courses.

Instructor faculty debrief sessions will be evaluated for quality.

#### *Simulation Instructor Course*

All simulation instructor courses presented by the center directors and staff will provide course evaluations to the individual students. These evaluations are collected and the data is processed and an after-action review is conducted to determine if applicable changes to the course/curriculum are needed. This process occurs after every course.

#### *Maintenance of Certification in Anesthesia*

MOCA evaluations are given to the individual learners as a requirement for the American Society of Anesthesia (ASA). These evaluations are collected and the data is processed and an after-action review is conducted to determine if applicable changes to the course/curriculum are needed. The evaluations are then transmitted to the ASA for processing. This process occurs after every course. Currently, this course is presented once a month on average.

This course requires an endorsement process that occurs every two years in which satisfaction surveys are looked at as part of the process among other things.

### 20.4.5 Operations and Infrastructure

The simulation center will apply QI/QA methodology to current operations or infrastructure based on need and direction of the School of Medicine. As such, the simulation center will follow the same process that occurs above.

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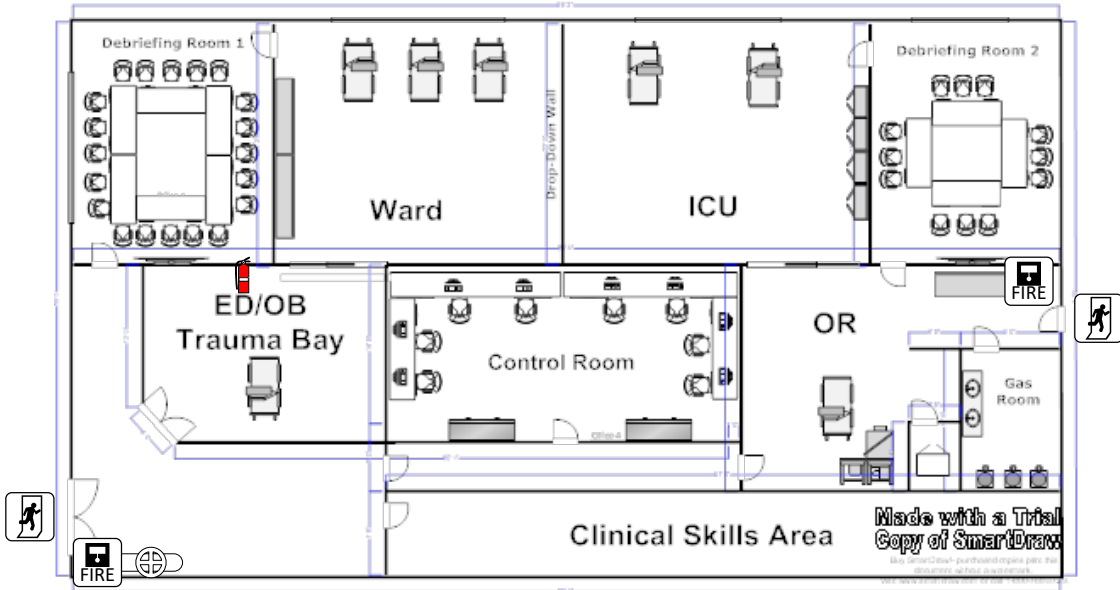
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**Appendix 1**  
**Emergency Procedures**

**A1.1 Location of fire alarm/fire extinguisher/hose**

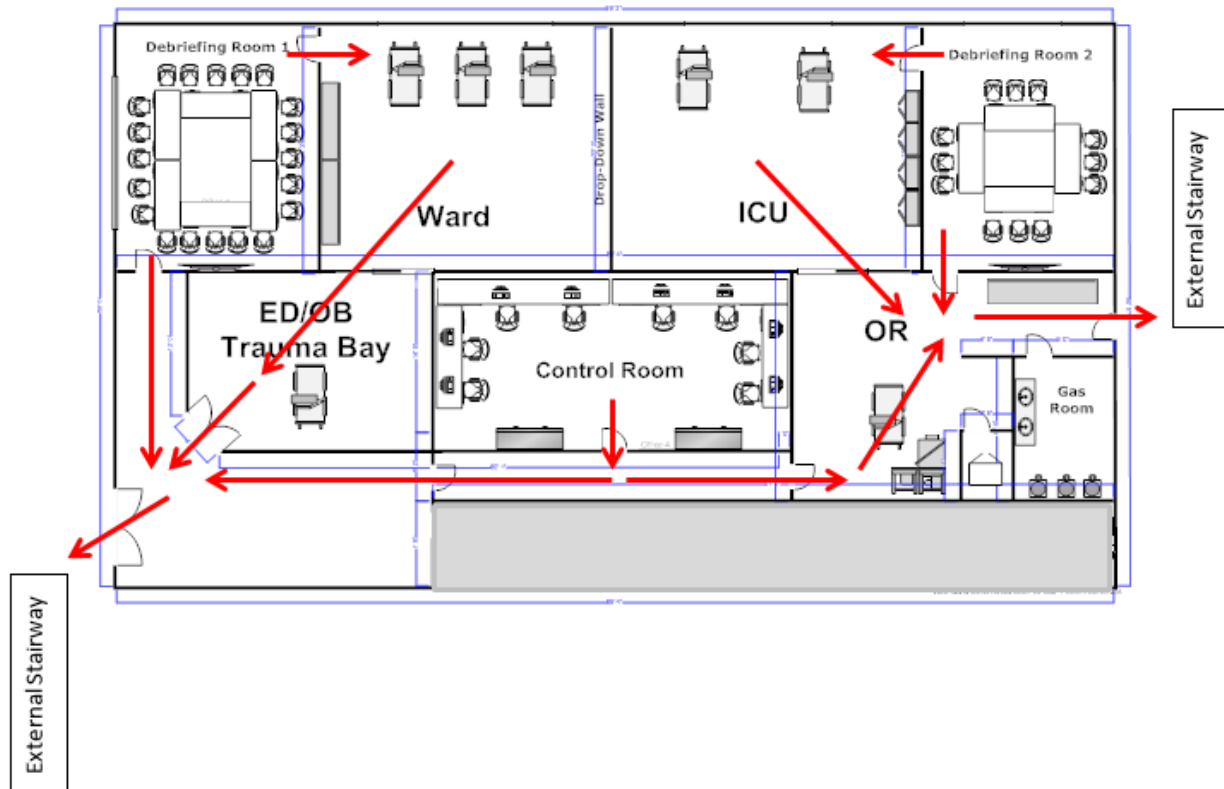
## UCI Medical Education Simulation Center



-  Exit
-  Fire Hose
-  Pull Alarm
-  Fire Extinguisher

## A1.2 Simulation Center Egress Map

### UCI Medical Education Simulation Center



## A1.3 Hazardous Materials Incidents

### Hazardous Materials Incidents

#### PERSONNEL EXPOSURES/CONTAMINATION

1. Remove exposed/contaminated individual(s) from area, unless it is unsafe due to medical condition of victim(s), or potential hazards to rescuer(s).
2. Notify: For medical attention - Police 9-1-1  
During normal working hours - EH&S 824.6200  
After hours - Police 9-1-1
3. Use nearest emergency eyewash/shower to flush contamination from eyes/skin.
4. Remove any contaminated clothing and place in a bag.

5. Administer First Aid as appropriate.
6. Stand by to provide information or assistance including the MSDS (Material Safety Data Sheet) to emergency response personnel in cases where they are dispatched.

#### SPILL/CONTAMINATION OF EQUIPMENT/FACILITIES

##### STOP THE SPILL – WARN OTHERS – ISOLATE THE AREA – MINIMIZE EXPOSURE

1. Avoid spreading contamination by restricting access to the equipment/area only to individuals who are properly protected and trained to deal with the type of hazard which exists (e.g., radioactive, corrosive, flammable, biological).

2. Notify: During normal working hours - EH&S 824.6200

After hours - Police 9-1-1

3. Evacuate all persons from the immediate area of the spill to a nearby location where they can be checked for contamination if deemed appropriate or directed by EH&S.
4. Do not attempt any clean up or decontamination procedures alone or without proper personal protective equipment (PPE). Persons performing decontamination of radioactive material need to have radiation monitoring equipment appropriate for the radiation emitted by the radionuclide involved in the spill.
5. Attempt spill clean-up if you feel it is safe, you are familiar with the properties of the spilled material, and are trained to handle spills.
6. If it is a liquid spill, attempt to contain it by using the appropriate absorbent material.
7. Decontaminate the equipment/area using appropriate methods under EH&S direction.
8. Dispose of waste material. Complete the appropriate Hazardous Waste Pick-up form on-line to request pick-up by EH&S. Temporarily store the bag of waste in the fume hood if material is volatile.
9. Stand by to provide information/assistance to emergency response personnel in cases where they are dispatched.

#### RELEASE TO THE ENVIRONMENT (AIR, WATER, SOIL)

1. Stop the release, if safe to do so.
2. Follow procedures described above for contamination of equipment/facilities.

## **A1.4 Blood Exposure and Medical Emergencies**

## Blood Exposure and Medical Emergency

### BLOOD EXPOSURE

An exposure is defined as contact with blood or other potentially infectious materials to the eyes, nose, mouth and other mucous membranes, or non-intact skin.

#### IF YOU ARE EXPOSED:



1. Immediately wash exposed area with soap and water for 15 minutes, or flush eyes with water for 15 minutes at the nearest eye wash station.



2. Notify your supervisor.



3. Seek medical attention at one of the locations listed below and notify EH&S of your exposure at 824.6200 or 824.9888.

### MEDICAL EMERGENCY

**CALL 9-1-1 if the condition is LIFE THREATENING or REQUIRES IMMEDIATE**

**MEDICAL ATTENTION BEYOND FIRST AID**

**From a cell phone call 9-1-1 or 949-824-5223 (UCI Police Department)**

**For Infectious Agent Exposure call 714-456-7890 request the Infectious Disease Fellow On-Call**

**If poisoning is suspected, contact the Poison Control Center at 1-800-222-1222**

This information is updated periodically. Call UCI Worker's Compensation Desk at 949-824-9152 for the most current information. Notify your supervisor if condition is not life threatening and seek medical attention as follows:

#### **Students (non-UCI employees)**

Campus: Go to the Student Health Center (East Peltason & Pereira) or call 949-824-5304 or 949-824-5301.

Hours: Mon-Fri 8:00 am - 5:00 pm

After hours: Go to the nearest urgent care center or emergency room. Contact Student Health Center for follow-up care as soon as possible.

For further information, contact the UCI Student Health Center Health Insurance Program (GSHIP) or (USHIP) 949-824-5301 or, see the GSHIP or USHIP web site available at the



ALL WORK RELATED INJURIES MUST BE REPORTED via the On-line Incident Form available at the Human Resources website at [www.hr.uci.edu](http://www.hr.uci.edu) from the Workers Compensation link, by phone at 949- 824-9152 or by email at [wcdm@uci.edu](mailto:wcdm@uci.edu).

Employees, all student-employees, and volunteers with work-related injuries:

Employees and supervisors must contact UCI Worker's Compensation Desk at 949-824-9152 or by email at [wcdm@uci.edu](mailto:wcdm@uci.edu) during regular working hours to obtain medical authorization within 24 hours of any injury.

Newport Urgent Care, 949- 752-6300. 1000 Bristol Street North, Suite 1-B, Newport Beach (Bristol & Jamboree) Hours: Mon-Fri 8am-9pm; Sat & Sun 9am-6pm; call for after-hours physician.

UCIMC 714-56-6011. 101 City Drive South, Orange. Hours: 24hrs/7days

East Edinger Urgent Care, 714- 541-8464. 1530 E. Edinger Ave. Santa Ana. Hours: 24hrs/7 days.

**Appendix 2**  
**Procedures**

## Appendix 3 Job Descriptions

### Medical Director

#### *Simulation Center Director*

FTE: 0.4 (Associate Dir. 0.2 FTE)

Other related job titles: Director, Associate Director

Annual salary range: \$50,000-\$100,000+

Pre-Req: Must be MD or PhD

Summary: The Director will be the key administrator and Educator, overseeing all instructional and operational aspects of the Simulation Center.

#### Instructional Responsibilities:

- Design, develop, implement and evaluate new courses, scenarios, and educational initiatives in collaboration with content experts.
- Validate existing courses, scenarios, and initiatives to ensure effectiveness of educational program.
- Ensure course content is aligned and consistent with curriculum and user expectations.
- Develop strategies to enhance programs and services, utilizing available resources and acquiring additional tools to create a realistic learning environment.
- Solicit instructor and student feedback following simulation experiences to analyze the impact of simulation on the learning process.
- Identify opportunities for improvement, innovation, implementation and integration of patient simulation technology into existing healthcare curricula.
- Teach clinical skills and critical thinking using simulation technology.
- Communicate in a positive, professional manner.
- Promote excellence in teaching through demonstrate respectful behavior and role modeling.
- Serve as simulation mentor and educator to clinicians, staff and management team.
- Integrate goals and teaching points from basic science and multidisciplinary clinical departments to promote collaboration and team teaching.
- Maintain professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest trends in field of expertise.
- Maintain professional skills and refine expertise through appropriate educational/developmental activities and professional affiliations, staying current with national and international advances in simulation and clinical skills activities.
- Publish and present simulation activities at national and international conferences.

#### Administrative Responsibilities:

- Determine Simulation Center priorities and goals and ensure that the mission is achieved.

- Develop and implement policies, procedures and practice standards consistent with Simulation Center mission and educational objectives.
- Provide oversight in the design, development, and implementation of all training programs.
- Provide the leadership required to ensure that simulation programs meet standards of quality assurance for breadth and depth of education, and user expectations.
- Assure that required certifications, licensures and accreditations are maintained on an ongoing basis. Liaise with appropriate training agencies to ensure delivery of accredited educational courses.
- Perform periodic review and evaluation of program; assess areas for growth and improvement.
- Prepare annual budget, monitor revenue/expenditures throughout the year and manage funding sources, ensuring contracts are maintained and revenue sources maximized.
- Identify and submit extramural grants/partnership funding opportunities (governmental, professional foundations, industry) for simulation education and patient safety research.
- Oversee optimal utilization of simulation center including recruitment of faculty and users, scheduling and coordination of sessions.
- Recruit, hire and manage Simulation Center staff to assure effective maintenance and operation of programs. Provide training, performance appraisal, disciplinary counseling and actions, scheduling, and work assignments.
- Develop working relationships with administrators, faculty, staff and students within the institution as well as with other simulation centers and educational organizations.
- Foster and supervise research activities, facilitating publication with multidisciplinary collaborations.
- Conduct research to validate simulation-based training programs, and measure effectiveness of equipment, interventions, and medical devices.
- Collaborate with faculty to develop ideas for innovative research, design study protocol, identify funding sources, collect and analyze data and report results of research projects.
- Promote the interests of the Simulation Center through participation in public relations events, development of new markets for simulation use, community outreaches, and serving on professional/civic service organizations and committee meetings as the Simulation Center representative.
- Interface with institutional leadership regarding activities of the simulation center. Facilitate tours and orientations of Simulation Center as needed to promote programs.
- Collaborate with regional, national and international users to advance the use of simulation in healthcare education.

#### Operational Responsibilities:

- Provide comprehensive strategic and operational planning initiatives in support of the Simulation Center.
- Oversee organization, recruitment, training and management of the operational support staff.
- Assign work to Simulation Center staff to ensure smooth daily operations.
- Promote and coordinate the use of simulation technology for the training of health professionals and others.
- Collaborate with physicians and other department managers to resolve operational problems and promote positive communications.

- Maintain proficiency in existing and emerging technologies, including basic theory, design and implementation.
- Monitor clinical simulator exercises, adjust parameters and responses, and provide feedback and evaluation to learners and staff.
- Anticipate, plan and integrate work activities to accomplish operational strategic results.
- Develop accurate, timely and reliable data as the basis for operational decisions.
- Maintain data confidentiality and security; prepare secured area for data storage and retrieval.
- Determine operational training and development needs.
- Plan for program expansion through design and utilization of available space to support goals of the center.

#### Qualifications

##### Education:

- Doctoral degree in a health discipline: Medicine, Nursing, Health Education/Administration, or other related field.

##### Experience:

- Faculty level candidate.
- Two years' experience in planning, developing, implementing, evaluating, and customizing clinical, educational or simulation programs.
- Four to five years professional experience as a practitioner in a clinical environment, with significant exposure to direct patient care.
- Previous experience in the delivery of clinical education.
- Formal training in business development, marketing, and finance preferred.
- Experience in the provision of clinical education.
- Certifications in BLS, ACLS and ATLS preferred.
- Ongoing involvement in active clinical work.

##### Skills and Attributes:

- Knowledge of simulation services, technologies and applications.
- Knowledge of business planning, modeling, concepts and tools.
- Knowledge of project management theories, principles, practices, and processes.
- Knowledge of human anatomy, physiology, medicine and the healthcare setting.
- Knowledge of principles and methods of adult education.
- Knowledge of educational theory and instructional technology.
- Knowledge of computer hardware equipment and software application relevant to simulator functions.
- Computer literacy in PC and Mac-based software applications, including Word, Excel, PowerPoint and Access.
- Demonstrated leadership abilities.
- Exceptional analytical, interpretive and problem solving skills.
- Outstanding communication, organizational and interpersonal skills.
- Ability to establish and maintain effective working relationships with all levels of organizational personnel, staff/faculty and students.
- Ability to interact with learners and healthcare community.

- Ability to effectively lead and empower teams.
- Ability to carry out responsibilities in a timely, meticulous and professional manner, demonstrating initiative and creativity.
- Ability to work well under pressure, set priorities and make critical decisions.
- Ability to maintain confidentiality regarding job assignments and sensitive issues.
- Must be able to work a flexible schedule that may include evening and weekend assignments.

## Director of Operations

### *Simulation Center Director of Operations*

FTE: 1.0

Other titles: Operations Director, Laboratory Coordinator, Program Manager

Annual salary range: \$31,000-\$85,000

Summary: Under the direction of the Simulation Center Director, the incumbent will be responsible for coordinating all administrative and operational aspects of the Simulation Center.

#### Responsibilities:

- Schedule Simulation Center activities, including training sessions, meetings, routine maintenance/scenario programming time and tours.
- Maintain Simulation Center as a clean, safe, and operational facility and optimal learning environment.
- Set up and clean up rooms for training sessions and meetings.
- Ensure accurate maintenance of all education and training records (simulator use, instructor and student hours, course materials, and evaluations), assuring compliance with accreditation standards.
- Maintain appropriate levels of supplies and other disposable and non-disposable items including the gases necessary for the operation of the center.
- Perform related administrative duties such as record and categorize expenses and income, report balance sheets to supervisor, prepare invoices for equipment and users, and order supplies.
- Participate in committee meetings, take minutes, and disseminate information to staff and faculty.
- Operate and program simulator equipment for simulation sessions. Role-play as needed for simulated cases.
- Assure that simulator is in good working condition prior to the start of all simulations.
- Independently, or as part of a team, assist students in utilization of simulation equipment, providing an appropriate orientation to simulator features and the simulated learning environment.
- Monitor simulated exercises and provide evaluation forms for users to complete.
- Lead tours of the Simulation Center and demonstrate equipment to new users and visitors.
- Provide training for faculty and staff in the utilization of simulator equipment, scenario development and programming, and updates related to simulation education.
- Provide faculty instructors with instructional tools and technical or administrative support to carry out simulator sessions, including setting up simulator and room, preparing educational material for the course, and collecting feedback from students.
- Work with faculty in the design, development, implementation, and evaluation of new courses, scenarios, simulation tools, research studies and other educational initiatives to measure learning outcomes.
- Compile educational material and supportive documents and props to enhance teaching sessions. Keep up with current literature and news in the simulation community.
- Perform and synthesize literature searches, analyze and summarize relevant material, and maintain a reference library of simulation articles.

- Maintain proficiency in existing and emerging technologies and clinical applications, including basic theory, design and implementation.
- Design innovative ideas to improve in the technology and development of the simulation center; develop strategies to enhance programs and services.
- Solicit instructor and student feedback following simulation experiences to analyze the impact of simulation on the learning process.
- Contribute to the development and implementation of policies, procedures and practices for the Simulation Center.
- Draft proposals for grant submissions and compose reports to funding sources and administrators.
- Identify extramural grants/partnership funding opportunities (governmental, professional foundations, industry) for simulation education and patient safety research.
- Collaborate with faculty in developing ideas for innovative research, designing study protocol and preparing logistics for approval, initiation and implementation of research study.
- Coordinate simulator research data collection, management and analysis.
- Assist faculty with abstracts, PowerPoint presentations, poster printing, conference workshops, business reports, and manuscripts for publication.
- Maintain Simulation Center budget and manage funding sources, ensuring contracts are maintained and revenue sources maximized.
- Design and manage simulator program advertising and information dissemination, including brochure and web site development.
- Serve as liaison between the simulation center and the manufacturer of the simulator, community outreaches, and other simulation centers.
- Maintain data confidentiality and security.
- Develop professional working relationships with administrators and healthcare professionals.
- Recruit, train, and supervise technical staff and other Simulation Center employees to assure effective maintenance and repair of simulator and clinical equipment.
- Ensure that all work assignments meet deadlines and standards of quality.
- Monitor and control daily operations and assist with other special projects or initiatives.
- Perform other related duties as assigned.

#### Qualifications

##### Education:

- Bachelor's or Master's degree in Healthcare, Nursing, Education, Instructional Technology, or a related field.

##### Experience:

- Previous experience in clinical care and education is preferred.
- Experience in BLS, ACLS and/or PALS is preferred.
- Skills and Attributes:
- Knowledge of patient simulation services and instructional technologies.
- Knowledge of medical terminology, human anatomy, physiology and clinical applications.
- Knowledge of videotape recording, duplication, mixing and editing.
- Knowledge of project management theories, principles, practices, and processes.
- Knowledge of principles and methods of adult education.
- Computer proficiency in PC and Mac-based software applications: MS Word, Excel, PowerPoint, Access and web design.



- Strong organizational, analytical, and problem solving skills.
- Excellent communication (written and verbal) and interpersonal skills.
- Self-motivated and willing to learn new skills.
- Ability to work under pressure and reliably meet deadlines.
- Ability to prioritize work demands and work with minimal supervision.
- Ability to carry out responsibilities in a timely and meticulous manner demonstrating initiative and creativity.
- Ability to coordinate training assignments, tasks, and schedules.
- Ability to work effectively in a team environment with healthcare professionals.
- Ability to maintain confidentiality regarding job assignments and sensitive issues.
- Ability to assess situations and adapt to highly dynamic environment.
- Ability to work evening/weekends.
- Work requires occasional heavy lifting and use of specialized medical equipment.

## Simulation Specialists

### *Simulation Specialist*

FTE: 1.0

Job Essential Function 1

Percent of Time: 60%

#### SIMULATION COURSE TECHNICAL SUPPORT

- Serve as simulator operator by programming, testing and running scenarios with faculty instructors, assuring that the facility and equipment are set up for educational courses.
- Acquire and install digital audiovisual hardware and software systems to record simulated sessions with subsequent editing and transfer into an archival format for analysis.
- Provide technical support for computer based multimedia systems and their components, including operation of digital cameras, video cameras, audio/video mixer, digital/analog converter, monitors, LCD projectors, anesthesia machines, electronic medical record, and other equipment.
- Support the use of digital media and web stream creation for educational and professional distribution, distribute content and back up data, and provide advanced troubleshooting.
- Understand the use and operation of different simulator technologies ranging from anatomic models and task trainers to screen-based simulations to full body patient simulators and virtual reality surgical simulators.
- Maintain proficiency in existing and emerging technologies, including basic theory, design and implementation.
- Install software and hardware upgrades and maintain functionality of manikin components as directed by manufacturer support.
- Interface with the equipment manufacturers regarding equipment troubleshooting and systems problems; maintain record of repairs.

Job Essential Function 2

Percent of Time: 10%

#### MARKETING AND PUBLIC RELATIONS

- Responsible for simulator program marketing and information management, including brochures and maintenance of website and calendars.
- Communicate in a positive, professional manner with faculty instructors, students and other users of the Simulation Center.
- Create innovative ideas, evaluate new equipment, and identify opportunities for technology improvement and integration into healthcare education.
- Provide scheduled tours of the Simulation Center to faculty, staff and the general public.

Job Essential Function 3

Percent of Time: 30%

#### SIMULATION CENTER OPERATIONS

- Maintain data confidentiality and security.
- Ensure that all work assignments meet deadlines and standards of quality.
- Schedule Simulation Center activities, including training sessions, meetings, routine maintenance/scenario programming time and tours.
- Maintain Simulation Center as a clean, safe, and operational facility and optimal learning environment.
- Set up rooms for training sessions and meetings, prepare all supplies for simulations, assure that simulator is in good working condition prior to the start of all simulations, and clean up after educational courses.
- Ensure accurate maintenance of all education and training records (simulator use, instructor and student hours, course materials, and evaluations), assuring compliance with accreditation standards.
- Maintain and order appropriate supplies and other disposable and non-disposable items including the gas cylinders necessary for the operation of the center.
- Perform related administrative duties such as record and categorize expenses and income, report balance sheets to supervisor, prepare invoices for equipment and users, and order supplies.
- Participate in committee meetings, take minutes, and disseminate information to staff and faculty.
- Monitor simulated exercises and ensure evaluation forms for all courses are completed.
- Monitor and control daily operations and assist with other special projects or initiatives.
- Support all Simulation Center research activities by assisting with data collection, consent, and preparation of publications and presentations.
- Participate in technical training as necessary; attend conferences to stay current with simulation technology.
- Conduct routine equipment maintenance, inventory updates and equipment purchases.
- Train faculty, residents and students in the operational aspects of simulation.

#### SKILLS, KNOWLEDGE AND ABILITIES:

##### Required:

- Education/Training: Technical diploma or Associate degree in technology or health-related field is required. Bachelor s degree preferred. (For specialized positions, a Bachelor s degree in Computer Science, Technology or Engineering is required).
- Experience: At least one year of experience in the related field is preferred.
- Knowledge of patient simulation services, technologies and applications.
- Knowledge of computer hardware equipment and software applications relevant to simulator functions.
- Knowledge of audio/video equipment and software for recording, duplication, mixing and editing.
- Proficiency in MS software applications including MS Outlook, Word, Excel and PowerPoint, Internet, and database use.
- Ability to express technical information clearly and simply to non-technical persons.
- Ability to learn new software and hardware quickly and independently.
- Ability to assess, troubleshoot and fix equipment failures in a timely fashion.
- Ability to work well under pressure, set priorities and make critical decisions.

- Ability to maintain confidentiality regarding job assignments and sensitive issues.
- Ability to work with internal and external individuals from different disciplines and different levels of training.
- Strong written and verbal communication skills.
- Self-motivated and require little to no supervision with the ability to work as a team member.
- Flexibility and adaptability in dynamic environment; able to work evening/weekends.
- Work requires occasional heavy physical lifting of equipment and management/utilization of advanced medical devices.

Below are general guidelines on the position's physical, mental, and environmental working conditions.

In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-5210.

Bend: Occasionally  
 Squat: Occasionally  
 Crawl: Occasionally  
 Climb: Occasionally  
 Kneel: Occasionally  
 Handle Objects: Frequently  
 Push/Pull: Occasionally  
 Reach Above Shoulder Level: Occasionally  
 Sit: Occasionally  
 Stand: Occasionally  
 Walk: Occasionally  
 Use Fine Finger Movements: Frequently  
 Carry/Lift Loads up to 25 Pounds: Occasionally  
 Carry/Lift loads between 25-50 lbs: Occasionally  
 Carry/Lift Loads over 50 Pounds: Not Applicable  
 Read/Comprehend: Frequently  
 Write: Frequently  
 Perform Calculations: Frequently  
 Communicate Orally: Not Applicable  
 Reason and Analyze: Frequently  
 Chemical/Biological Agent: Not Applicable  
 Construction Activities: Not Applicable  
 Contact with Water/Liquids: Not Applicable  
 Drive Motorized Equipment: Not Applicable  
 Confined Spaces: Not Applicable  
 Elevated Work Location: Not Applicable  
 Radioactive Materials: Not Applicable  
 Temperature Variations: Not Applicable  
 Gas System: Not Applicable

## Administrative Assistant

### Administrative Assistant

FTE: 1.0

Essential Function 1

Percent of Time: 50%

#### ADMINISTRATIVE SUPPORT

- Manage telephone calls and direct to appropriate persons as necessary.
- Coordinate communication with internal staff and external staff.
- Receive and sort all mail and forward appropriately if necessary.
- Manage and coordinate Simulation Center schedule / calendar track, plot and monitor all appointments, meetings and weekly activities.
- Review schedule to ensure accuracy
- Monitor and file all meetings and conferences. Book air travel, hotel reservations and record in meeting file.
- Submit and track meeting expense submissions for reimbursement.
- Review and check all travel plans at least 1 week before meeting.
- Transcribe and file all dictation and academic material. Maintain organized S: drive files for these dictations. This includes, but is not limited to journal reviews, educational materials or handouts, AUA documents, meeting materials.
- Maintain Simulation staff curriculum vitae up-to-date with publications, invited/guest lectureships, association and academic positions. On a regular basis add visiting professorships, invited faculty appearances, new publications, new committee appointments or awards to the CV.

Essential Function 2

Percent of Time: 50%

#### ADMINISTRATIVE AND LOGISTICAL SUPPORT

- Serve as initial point of contact for customers (students, residents, faculty), vendors, EMS groups and partners.
- Orient and inform customers and visitors on services and products available. Coordinate tours of the Simulation Center.
- Calendar and schedule courses, meetings and tours of the Simulation Center and promptly respond to inquiries via e-mail and telephone.
- Coordinate appointments and training sessions.

- Communicate and coordinate curriculum development and implementation with the Surgical Education Coordinator to register Simulation Center activities in the ACS Accredited Education Institutes (AEI) data bank. This will entail obtaining course summary from faculty, course presenters or coordinators.
- Collect Course evaluations, consent forms for courses that are IRB research related, confidentiality forms, and attendance sheets.
- Maintain activity logs as necessary
- Maintain AHA & CME spreadsheets for Simulation Center.
- Make course handout copies or send electronically the handouts and references for courses to the attendees.
- Order food for medical students, internal faculty, and/or trainee courses when appropriate.
- Assist with the sending of materials and advertisements for the Simulation Center activities.
- Assist with printing and distribution of the Simulation Center newsletter and website as necessary.
- Assist with paperwork for the Simulation Elective for UCI Medical Students.
- Submit recharges reimbursements for the Simulation Center.
- Maintain Simulation Center e-mail account.

#### SKILLS, KNOWLEDGE, AND ABILITIES

- Under the supervision of the Associate Dean/Director of the Simulation Center and the Simulation Center Director of Operations, the incumbent will be responsible for scheduling meetings, managing files, preparing documents, organizing events and assisting with program activities and other projects as necessary for efficient operation of the Simulation Center.
- The incumbent will also be responsible for assisting with the coordination and implementation of day to day simulation activities and oversight of the center schedules, track attendance and other center activities, correspond with visitors and vendors, center inventory and purchase orders, and assist in other duties to facilitate educational sessions and research at the simulation center.

#### Required:

1. Ability to operate a PC computer with some proficiency in MS Word, Outlook, Excel, and Powerpoint to prepare documents and correspondence with speed and accuracy.
2. Exceptional written and verbal communication skills speak clearly and use appropriate vocabulary and grammar to exchange information with faculty, staff, students, and the general public. As part of this skill serve as primary telephone contact.
3. Organization skills to keep materials in order, track various projects, maintain files, etc.
4. Ability to accurately record and maintain information.
5. Ability to set priorities, in conjunction with the Simulation Director of Operations, which reflect the relative importance of the job responsibilities.

6. Flexibility to move from one task to another based on changing priorities and frequent interruptions.
7. Ability to schedule appointments and meetings.
8. Ability to work as part of the team, including the ability to establish and maintain effective and cooperative working relationships with other staff members, faculty and students.
9. Ability to interact with individuals of diverse backgrounds.
10. Skill in recognizing when to refer possible problematic situations to other approved resources.
11. Ability to follow through on assignments to timely completion.
12. Ability to follow through on assignments and as a team member.
13. Ability to learn and master proprietary software.
14. Ability to carry 20 pounds and walk up to 1 mile.

#### Description

Physical Requirements, Mental Requirements and Environmental Working Conditions

Bend: Occasionally

Squat: Occasionally

Crawl: Not Applicable

Climb: Not Applicable

Kneel: Occasionally

Handle Objects: Occasionally

Push/Pull: Occasionally

Reach Above Shoulder Level: Occasionally

Sit: Frequently

Stand: Frequently

Walk: Frequently

Use Fine Finger Movements: Frequently

Carry/Lift Loads up to 25 Pounds: Occasionally

Carry/Lift Loads up to 25-50 lbs: Not Applicable

Carry/Lift Loads over 50 Pounds: Not Applicable

Read/Comprehend: Frequently

Write: Frequently

Perform Calculations: Frequently

Communicate Orally: Frequently

Reason and Analyze: Frequently

Chemical/Biological Agent: Not Applicable

Construction Activities: Not Applicable

Contact with Water/Liquids: Not Applicable

Drive Motorized Equipment: Not Applicable

Confined Spaces: Not Applicable

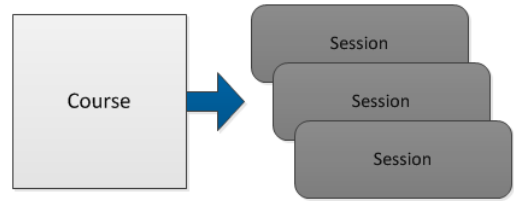
Elevated Work Location: Not Applicable

Radioactive Materials: Not Applicable

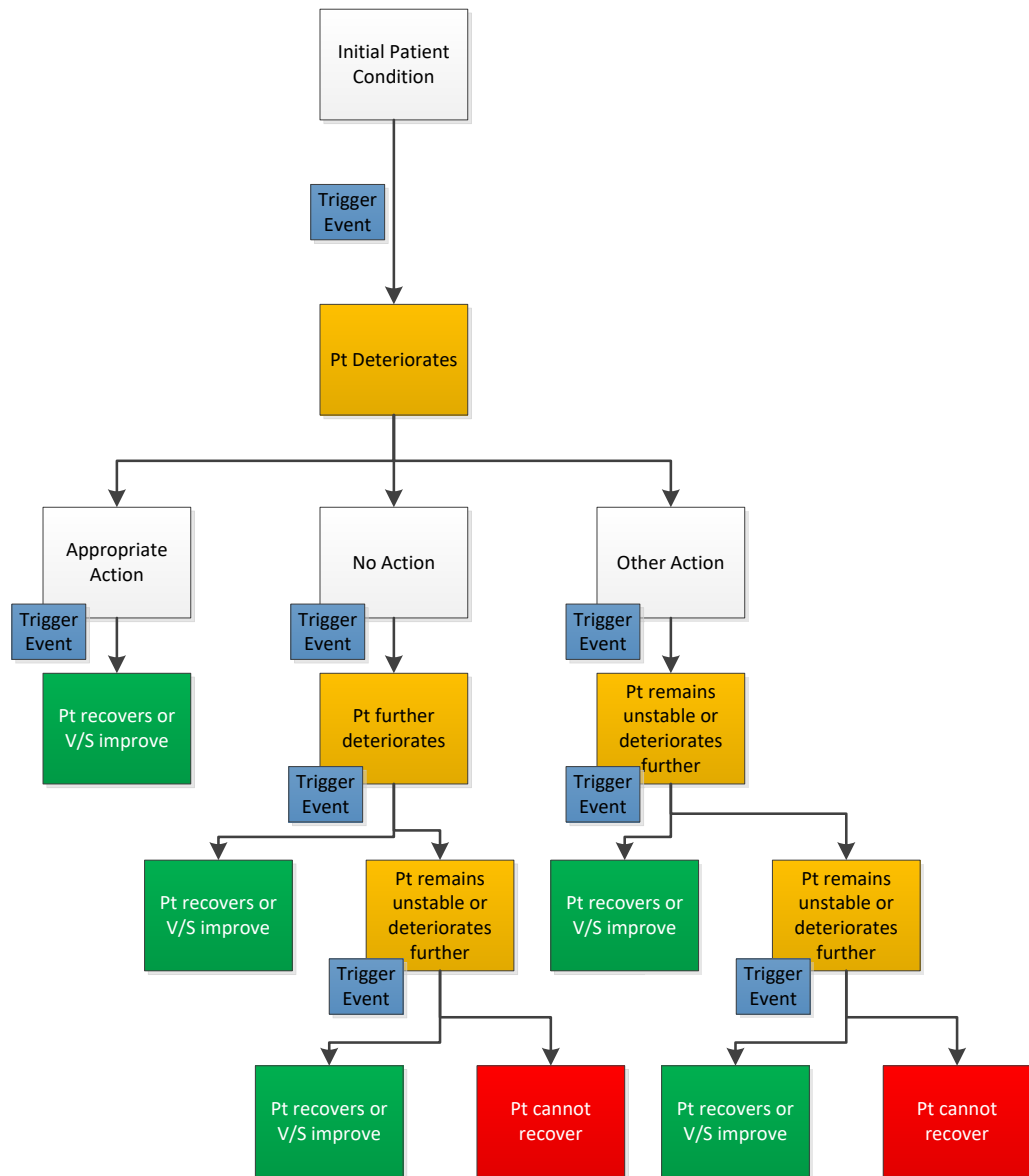
Temperature Variations: Not Applicable  
Gas Systems: Not Applicable



**Appendix 4**  
**Sample Course and Scenario Structure**



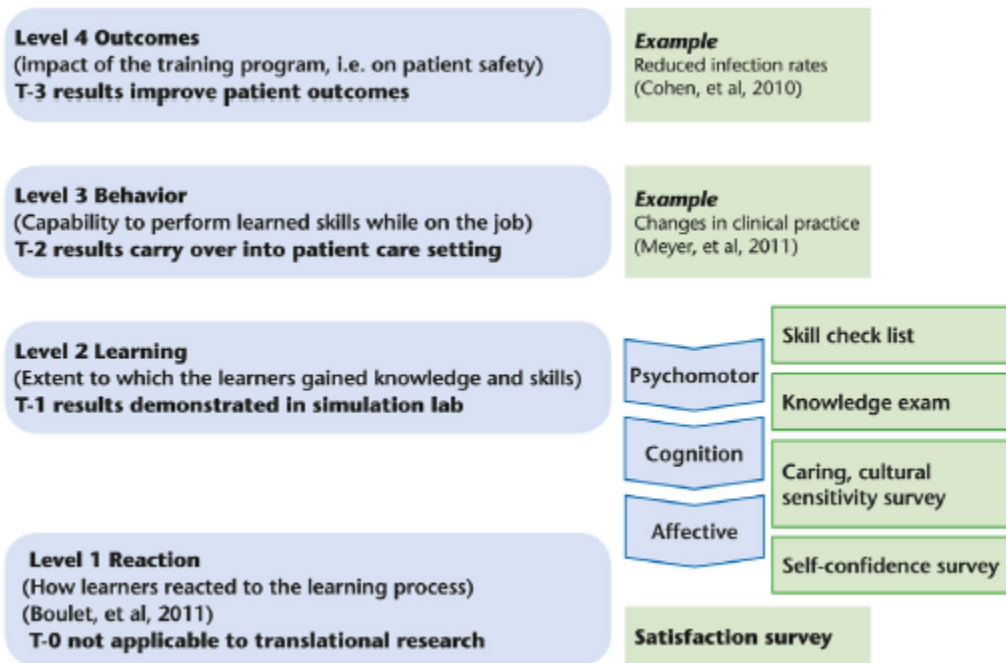
**Sample Scenario Structure**



Adapted from Alinier(2011) , <http://journals.sagepub.com/doi/pdf/10.1177/1046878109355683>

## Appendix 5

### Kirkpatrick Levels of Learning in Relation to Evaluation



Source: [http://www.nursingsimulation.org/article/S1876-1399\(12\)00330-1/pdf](http://www.nursingsimulation.org/article/S1876-1399(12)00330-1/pdf)

## Appendix 6 Performance Standards

### Simulation Specialist

#### Simulation Specialist Performance Standards

##### 1. Job Knowledge

###### 1.1 *Administrative basic knowledge level*

Includes: basic customer service, quality control, risk management principles, basic safety principles, HIPAA guidelines and release of information, infection control concepts, knowledge of applicable systems technology, and supply procedures.

Education: Technical diploma or associates degree in technology or health-related field.  
EMT, EMT-P, clinical research, and/or allied health science a plus.

###### 1.2 *Clinical/Simulation based knowledge level*

Includes: Ergonomics and proper lifting techniques, fundamentals of medical simulation, fundamentals of medical debriefing, simulation platform operations, simulation platform set-up/teardown, simulator storage considerations, basic to advanced simulator programming, basic clinic environment knowledge, and basic operating room environment knowledge.

##### 2. Performance Expectations

###### 2.1 *Technical Support*

- 2.1.1 Programming scenarios
- 2.1.2 Testing programmed scenarios
- 2.1.3 Running programmed scenarios
- 2.1.4 Assist faculty in running sessions
- 2.1.5 Assure facility and equipment are set-up for educational courses
- 2.1.6 Install hardware and software upgrades
- 2.1.7 Maintain functionality of simulation equipment per manufacturer specifications
- 2.1.8 Maintain a record of issues and repairs

###### 2.2 *Simulation Center Operations*

- 2.2.1 Maintain data confidentiality and security
- 2.2.2 Strong written and verbal skills
- 2.2.3 Self-motivated and require little supervision

- 2.2.4 Work as a member of a team
- 2.2.5 Flexibility and adaptability in dynamic environments
- 2.2.6 Ability to work occasional evenings/ weekends
- 2.2.7 Ensure all work meets suspense (deadline)
- 2.2.8 Ensure standards of quality of work
- 2.2.9 Ability to accept criticism and constructive feedback
- 2.2.10 Schedule simulation center activities, including sessions, meetings, routine maintenance, programming time and tours
- 2.2.11 Maintain the simulation center as a clean, safe, and operational facility
- 2.2.12 Maintain the simulation center control room as clean and orderly
- 2.2.13 Maintain the Simulation center debriefing rooms as clean and orderly
- 2.2.14 Maintain the simulation staff office as clean and orderly
- 2.2.15 Set-up for training sessions and meetings
- 2.2.16 Prepare all supplies and appropriate copies for simulations
- 2.2.17 Ensure each session's number of participants are correctly counted and reported to the director of operations
- 2.2.18 Maintain and order appropriate supplies including disposable and non-disposable items
- 2.2.19 Maintain and order appropriate gas cylinders as necessary
- 2.2.20 Participate in committee meetings as necessary
- 2.2.21 Support all simulation center research activities
- 2.2.22 Participate in technical training as necessary
- 2.2.23 Participate in simulation conferences as necessary
- 2.2.24 Train faculty, residents, and students in all operational aspects of simulation
- 2.2.25 Maintain center AHA program
- 2.2.26 facilitate faculty, residents, and students in AHA HeartCode system

### *2.3 Marketing and Public Relations*

- 2.3.1 Communicate in a positive, professional manner with faculty instructors and other users of the simulation center
- 2.3.2 Create innovative ideas
- 2.3.3 Evaluate new equipment, and identify new opportunities for technology improvement
- 2.3.4 Provide scheduled tours of the simulation center to faculty, staff, and general public
- 2.3.5 Assist in the marketing and advertisement plan of the simulation center

## A11.2 Administrative Assistant

### 1. Job Knowledge

#### 1.1 *Administrative basic knowledge level*

Includes: basic customer service, quality control, risk management principles, basic safety principles, HIPAA guidelines and release of information, infection control concepts, knowledge of applicable systems technology, and supply procedures.

#### 1.2 Required:

1. Ability to operate a PC computer with some proficiency in MS Word, Outlook, Excel, and Powerpoint to prepare documents and correspondence with speed and accuracy.
2. Exceptional written and verbal communication skills speak clearly and use appropriate vocabulary and grammar to exchange information with faculty, staff, students, and the general public. As part of this skill serve as primary telephone contact.
3. Organization skills to keep materials in order, track various projects, maintain files, etc.
4. Ability to accurately record and maintain information.
5. Ability to set priorities, in conjunction with the Simulation Director of Operations, which reflect the relative importance of the job responsibilities.
6. Flexibility to move from one task to another based on changing priorities and frequent interruptions.
7. Ability to schedule appointments and meetings.
8. Ability to work as part of the team, including the ability to establish and maintain effective and cooperative working relationships with other staff members, faculty and students.
9. Ability to interact with individuals of diverse backgrounds.
10. Skill in recognizing when to refer possible problematic situations to other approved resources.
11. Ability to follow through on assignments to timely completion.
12. Ability to follow through on assignments and as a team member.
13. Ability to learn and master proprietary software.
14. Ability to carry 20 pounds and walk up to 1 mile.

Education: High School diploma or equivalent

### 2. Performance Expectations

#### 2.1 *Administrative Support*

- 2.1.1 Manage telephone calls and direct to appropriate persons as necessary
- 2.1.2 Coordinate communication with internal staff and external staff
- 2.1.3 Receive and sort all mail and forward appropriately if necessary.

- 2.1.4 Manage and coordinate Simulation Center schedule / calendar track, plot and monitor all appointments, meetings and weekly activities.
- 2.1.5 Review schedule to ensure accuracy
- 2.1.6 Monitor and file all meetings and conferences. Book air travel, hotel reservations and record in meeting file.
- 2.1.7 Review and check all travel plans at least 1 week before meeting.
- 2.1.8 Transcribe and file all dictation and academic material. Maintain organized S: drive files for these dictations. This includes, but is not limited to journal reviews, educational materials or handouts, AUA documents, meeting materials.

## *2.2 Administrative and Logistical Support*

- 2.2.1 Serve as initial point of contact for customers (students, residents, faculty), vendors, EMS groups and partners.
- 2.2.2 Orient and inform customers and visitors on services and products available. Coordinate tours of the Simulation Center.
- 2.2.3 Calendar and schedule courses, meetings and tours of the Simulation Center and promptly respond to inquiries via e-mail and telephone.
- 2.2.4 Coordinate appointments and training sessions.
- 2.2.5 Communicate and coordinate curriculum development and implementation with the Surgical Education Coordinator to register Simulation Center activities in the ACS Accredited Education Institutes (AEI) data bank. This will entail obtaining course summary from faculty, course presenters or coordinators.
- 2.2.6 Collect Course evaluations, consent forms for courses that are IRB research related, confidentiality forms, and attendance sheets.
- 2.2.7 Ensure all work meets suspense (deadline)
- 2.2.8 Maintain activity logs as necessary
- 2.2.9 Ability to accept criticism and constructive feedback
- 2.2.10 Maintain AHA & CME spreadsheets for Simulation Center.
- 2.2.11 Order food for medical students, internal faculty, and/or trainee courses when appropriate.
- 2.2.12 Assist with the sending of materials and advertisements for the Simulation Center activities
- 2.2.13 Assist with printing and distribution of the Simulation Center newsletter and website as necessary.
- 2.2.14 Assist with paperwork for the Simulation Elective for UCI Medical Students Prepare all supplies and appropriate copies for simulations
- 2.2.15 Submit recharges reimbursements for the Simulation Center Maintain and order appropriate supplies including disposable and non-disposable items
- 2.2.16 Maintain Simulation Center e-mail account
- 2.2.17 Ability to operate a PC computer with some proficiency in MS Word, Outlook, Excel, and Powerpoint to prepare documents and correspondence with speed and accuracy.

2.2.18 Exceptional written and verbal communication skills speak clearly and use appropriate vocabulary and grammar to exchange information with faculty, staff, students, and the general public.

**Appendix 7**  
**Simulation Instructors**



**Appendix 8**  
**Simulation Instructor Types**



**Simulation Instructor Types**

Elements	Simulation Instructor Apprentice	Simulation Expert 1	Simulation Expert 2
<b>Observation</b>	At least 1 observation during SITC	At least 1 observation during SITC  Observation integrated through practice and mentoring	At least 1 observation during SITC  Observation integrated through practice and mentoring
<b>Didactic, interactive, or self learning</b>	Simulation Instructor Training Course (SITC) or approved third party course  Self-learning Faculty Development Modules  Read UCI Simulation Newsletter	Simulation Instructor Training Course (SITC) or approved third party course  Self-learning Faculty Development Modules  Read UCI Simulation Newsletter	Simulation Instructor Training Course (SITC) or approved third party course  Self-learning Faculty Development Modules  Attend a national professional development workshop or conference (e.g. INASCL, IMSH, ASPE, SEN)  Read UCI Simulation Newsletter
<b>Practice</b>	--	Regularly involved in simulation education (at least 40hours/AY)	Regularly involved in simulation education (at least 40hours/AY) specifically for MS 1 & 2 and/or Nursing students  Simulation education in department/section (at least 10 hours/AY)  *In-Situ Simulation Education
<b>Expert Feedback</b>	--	Documented proficiency in elements 1 and 3 of DASH (must score 6 or 7)	Documented proficiency in all elements of DASH (must score 6 or 7)
<b>Mentoring</b>	--	Participate in center strategic planning (as necessary)  *Facilitate at least one ad hoc group event (e.g. interest group events) per AY	Participate in center strategic planning (as necessary)  Facilitate at least one ad hoc group event (e.g. interest group events) per AY  Instruct or guest instruct Simulation Instructor Training Course (SITC) or other CME course  Create or consult for simulation education content
<b>Networking</b>	--	*Attend UC Irvine Simulation Committee Meetings  *Journal Club	*Attend UC Irvine Simulation Committee Meetings  *Journal Club

Ver. 1 (2017)

\* Optional

Adapted from:  
Peterson, D. T., Watts, P. I., Epps, C. A., & White, M. L. (2017). Simulation Faculty Development: A Tiered Approach. *Simulation in Healthcare : Journal of the Society for Simulation in Healthcare*, 1. <http://doi.org/10.1097/SIH.0000000000000225>

## Appendix 9

### Simulation Center Care and Maintenance

#### FRIDAY MAINTENANCE CHECKLIST

- ✓ Restock medicine carts
- ✓ Reset medications in medicine carts (pressors and sedation drugs)
- ✓ Clean all simulators with sani-cloths and Goo Gone
- ✓ Take used sheets to clinical skills hampers and restock with clean ones
- ✓ Restock OR shelf
- ✓ Clean OR table/bed
- ✓ Organize suture shelf
- ✓ Organize grey cabinets and silver carts
- ✓ Check batteries in laryngoscopes
- ✓ Wipe down simulator laptops and laptops in task training room
- ✓ Wipe down computers in control room
- ✓ Hang all headsets up properly (incl. Revo's)
- ✓ Wipe down counter tops in control room
- ✓ Organize control room cabinets
- ✓ Ensure all computers are logged out
- ✓ Ensure all simulation laptops are put away
- ✓ File paperwork and scenarios from the week
- ✓ Prepare for next week's sessions (pull scenarios, email instructors etc.)
- ✓ Wipe down anesthesia machine
- ✓ Check open endotracheal tubes for popped cuff/balloon
- ✓ Wipe down tables in debriefing rooms
- ✓ Reset chairs around the debriefing room tables
- ✓ Wipe down grey cabinets
- ✓ Wipe down tables in task training room
- ✓ Unplug simulators so they do not charge over the weekend
- ✓ Turn all gasses off
- ✓ Wipe down all VAMs

#### FRIDAY QUICK CLEAN (use for busy Fridays)

- ✓ Reset medications in medicine carts (pressors and sedation drugs)
- ✓ Wipe down all simulators with sani-cloths
- ✓ Check batteries in laryngoscopes
- ✓ Ensure Control room is clean in appearance
- ✓ File paperwork and scenarios from the week
- ✓ Hang all headsets up properly (incl. Revo's)
- ✓ Prepare for next week's sessions (pull scenarios, email instructors etc.)
- ✓ Check endotracheal tubes for popped cuff/balloon

- ✓ Reset chairs in the debriefing rooms
- ✓ Ensure all computers are logged out
- ✓ Ensure all simulation laptops are put away
- ✓ Wipe down all VAMs

**Appendix 10**  
**Simulation Center Equipment Inventory**

**Appendix 11**  
**Audio Visual Equipment**

**Appendix 12**  
**Simulation Based Research Guidelines**

**Appendix 13**  
**Simulation Center File Plan**

## Appendix 14

### Maintenance of Certification in Anesthesia (MOCA)

#### Timelines

1 year to 6 months out	Set course dates Seek instructor availability (send out schedule) Seek SP availability
12 Weeks out	Lock down instructors for Course
6 Weeks out	Update any CME paperwork Lock down SPs
4 Weeks out	Get quotes for catering Place order for catering
2 weeks out	Ensure that there are enough office supplies Ensure that we have the clinical supplies
1 Week out	Confirm with the instructors Confirm with the participants Make participant packets
1-2 Days out	MOCA Preparation session (as needed) Set up simulation space Re-confirm catering and re-confirm times Last minute administrative
Day of Course	Get/place necessary tables Ensure participants can find the simulation center Run course Ensure Catering is on time Ensure course is on time Submit SP payment Submit Honorarium
1-2 Days after Course	Submit invoice to MedEd for payment to Anes. Dept. Submit ABA/ASA paperwork Submit CME Paperwork Email the staff the evaluations and comments

#### Financial Breakdown


<u>Two UCI Department of Anesthesia Instructors</u>	
\$1500.00/Department of Anesthesia Instructor Fee	\$3000.00
\$1000.00/Department of Anesthesia Instructor Administrative Fee	<u>\$1000.00</u>
	\$4000.00
	+33% of profit



One UCI Department of Anesthesia Instructor + one visiting Instructor

\$1500.00/Department of Anesthesia Instructor Fee	\$1500.00
\$1000.00/Department of Anesthesia Instructor Administrative Fee	<u>\$1000.00</u>
	\$2500.00
	+33% of profit
UCI Simulation Center to pay visiting instructor	\$1000.00
UCI Anesthesia Dept. to pay visiting instructor	\$ 500.00

Sample Simulation Center Remittance

		<b>Medical Education Simulation Center</b> MOCA February 21, 2014		Sample
<b>Revenue</b>				
Course Fees	\$ 15,400.00			
Total	\$ 15,400.00			
<b>Expenditures</b>				
Departmental	\$ 4,000.00	← Instructor : Strom, Ricks - Rinehart		2 UCI Instructors
Honorarium (if applicable)	\$ -	Rinehart left after 1 hour		
SP	\$ 215.00			
Food	\$ 670.80			
Administrative	\$ 3,142.88			
CME	\$ 800.00	Direct cost paid to CME office		
ASA	\$ 800.00	Direct cost paid to ASA		
Total	\$ 9,628.68			
<b>Total Profit</b>		\$ 5,771.32		
		↓		
	Simulation Center	\$ 3,866.78	67%	
	Anesthesia	\$ 1,904.54	33%	
			100%	
\$ 1,904.54 33% profits \$ 4,000.00 Dept. Fee \$ 5,904.54 To Anesthesia Department				

*Remittance Breakdown*

Revenue	
Course Fees	Amount of revenues taken in directly from course registration
Expenditures	
Departmental	Amount of instructor fee +administrative fee
Honorarium	Amount of Honorarium payment
SP	Amount of SP payment
Food	Cost of catering from breakfast, lunch, and refresh
Administrative	Miscellaneous simulation center administrative fees
CME	Cost/student for CME...This is held by the simulation center until an invoice is generated by CME office
ASA	Cost/student for ASA...This is held by the simulation center until an invoice is generated by ASA office

*Administrative Fees*

<u>Based on \$2000.00 Course Fee</u>	
Credit Card Merchant Rate (3%)	\$60.00
Medical Education Overhead (10%)	\$200.00
Campus Fee (14.6%)	\$292.00
Office Supplies	\$15.00
Staff Event Time	\$250.00
Background Administrative	<u>\$91.86</u>
Total/learner	\$908.86

<u>Based on \$1800.00 Course Fee</u>	
Credit Card Merchant Rate (3%)	\$54.00
Medical Education Overhead (10%)	\$180.00
Campus Fee (14.6%)	\$262.80
Office Supplies	\$15.00
Staff Event Time	\$250.00
Background Administrative	<u>\$91.86</u>
Total/learner	\$853.66

