

## Code of Conduct

- The Rules:

*All participants:*

- May not be present in the Simulation Center without an instructor. Impromptu training sessions are not permitted without permission from a simulation center staff member. Participants must wait in the hallway or the conference room until their instructor arrives unless otherwise instructed. Please be mindful that staff and faculty offices line the halls.
- Are expected to arrive at the center in proper attire (at a minimum this entails the clinical setting dress code). Individual programs may set their own dress code *in addition* to this requirement.
- May not have any food or drink within any area of the Simulation Center with the exception of clear beverages with a spill proof lid.
- Are not permitted outside of the area in which the activity is scheduled.
- Must address any issues with classmates or faculty/staff through the Director of Simulation and then through the appropriate chain of command.
- Who behave in a disruptive manner will be asked to leave the center immediately and will be reported to the Office of Student Affairs or their appropriate supervisor.
- Are not permitted to move chairs, tables or equipment from one space to any other without permission from the Simulation Center staff.
- Are not permitted to remove any supplies, whether new or used, from the Simulation Center without permission from the Director or Coordinator.
- Will be held financially responsible for any damage to Simulation Center furniture, equipment, or trainers that is not deemed to be due to normal wear and tear.

- Participant Expectations:

*All participants are expected to:*

- Review the “Introduction to Simulation” materials to acquire familiarity

## Simulation Center

- with simulation and simulators.
- Complete all pre-class assignments.
  - Arrive for class on time.
  - Contact the instructor if you cannot meet class requirements or will not be able to attend the class.
  - Practice good hand hygiene (hand washing or use of hand sanitizers) upon entering and leaving the Simulation Center, and upon entering and leaving a patient room.
  - Wear gloves when touching the simulation manikins and task trainers.
  - Avoid use of ink pens, indelible markers, betadine/iodine or other colored fluids on or near the manikins.
  - Avoid laying colored paper, newspapers or other personal items on the manikins.
  - Dispose of all sharps in an appropriately labeled sharps container.
  - Be aware that all Simulation Center equipment and simulated medications should never be used for clinical purposes.
  - Be aware that defibrillators in the center are “LIVE” and capable of delivering an electric shock if discharged. Use appropriate safety precautions when using or standing near someone using the defibrillator. Operators should confirm that the area is clear by looking head-to-toe and announcing “All-Clear” before delivering a shock.
- Cell Phone Utilization
    - Cell phones may be used for drug or medical referencing and for calculations unless otherwise directed.
    - All other use of cell phones should be conducted outside of the Simulation Center.
    - The use of cell phones for the purposes of video recording or taking of pictures is prohibited without prior authorization from the Director of Simulation.
  - Confidentiality
    - To preserve the integrity of the simulated cases and the privacy of others, do not discuss the cases or the performance of others outside of the

## Simulation Center

immediate simulation setting/debriefing period. Those noted in violation of this policy will be reported to the Office of Student Affairs or their appropriate supervisor.

- Video Recording:
  - Participation in a simulation activity in the AU/UGA Simulation Center may be videotaped and reused at any time by the faculty/instructor for debriefing or nonprofit educational and/or promotional purposes.
- General
  - The Simulation Center staff cannot be held responsible for any personal items left unattended in any of the conference rooms, simulation rooms, classrooms, skill labs or team training facilities.