

### **Start up and shut down Policy**

In order to have a standardized set up and shut down, CSL staff need to have a shared understanding of the requirements for each.

#### **Procedure**

##### **UVM CSL Outpatient Lab (Given building):**

- Clean paper on tables
- Clean pillow cases (whenever you've put your head on them)
- Gowns and cloth drapes in laundry basket
- Extra tables removed
- Extra chairs put away carefully in the back
- Tools returned to box and put away - BP cuffs in cases
- Oto-Ophthalmoscopes plugged in to charge
- Papers picked up
- Personal items picked up (water bottles, etc.)
- Ancillary teaching materials used (charts, screens, etc.) returned and put away
- White board erased
- Each room should have 1 table, 2 chairs (in corner), & one stool
- Doors remain locked when not in use
- The SP Educator will open doors for all activities and grant access if requested by faculty/staff instructors.

##### **UVM CSL Inpatient Lab (Rowell building)**

###### **Small debrief:**

- take out garbage (if needed)
- turn off large screen
- logoff Computer
- close windows (make sure they are locked)
- clean whiteboard (periodically clean well with water and towels, do not use any cleaners)
- clean tables
- arrange chairs neatly around table and along walls
- place arrow sign into room

###### **VR room:**

- turn off white boxes (both switches)
- turn off Starz
- look for needles and thread and dispose of in sharps containers
- take out garbage (if needed)
- close and lock door

#### Task trainer:

- take out garbage (if needed)
- arrange tables and chairs neatly
- clean table tops
- look for sharps, general clean up
- turn off projector
- logoff Computer
- check that windows are locked
- check sharps containers – if full, replace and put full one in storeroom
- check that each stack of gloves has all sizes
- close windows (make sure they are locked)
- place arrow sign into room
- close and lock door

#### Large debrief:

- take out garbage (if needed)
- straighten chairs
- turn projector off
- make sure windows are locked
- logoff Computer
- place arrow sign in room
- close and lock door

#### Hospital rooms:

- check that all patient rooms are locked (exterior doors)
- Clean up debris i.e. recycle papers, throw out cups etc.
- make the beds
- remove garbage from all rooms and from beneath workstations
- turn lights off
- logoff all Computers (control station Computers logged off but not shut down)
- turn off manikins and plug in to charge
- shut down the WOWs and plug in to charge (if no outlet available then turn off main power switch on bottom of cart to prevent battery drain)
- hang up head phones
- check sharps containers – if full, replace and put full one in storeroom
- check that each stack of gloves has all sizes
- lock code carts
- turn off large monitor in control room
- plug in glide scopes and Dina maps
- place Symbols back on shelf
- make sure the hallway is as clear as possible

- turn off all lights
- close and lock all exterior doors

**Multipurpose Room:**

- take out garbage
- clean table
- plug in IV pole with Alaris pump
- check sharps containers – if full, replace and put full one in storeroom
- check that each stack of gloves has all sizes
- code carts locked
- turn off lights
- close and lock exterior door

**Office:**

- check that all Harvey's are turned off
- check that large screen is off in small debrief room
- If you are the last person – turn lights off, close interior door to copier room and lock main door.
- If you are NOT the last person – let remaining person know that you have locked all other rooms.