

Acquisition of New Equipment and Simulators Policy

Acquisition of new equipment or simulators should be discussed with the Clinical Simulation Laboratory Director. Acquisition of new equipment will be the responsibility of the Clinical Director with input from the Advisory Board based on strategic priorities.

Procedure

- The Director of Simulation and Operations is made aware of simulation and or equipment needs.
- Anything under \$5000 can be purchased without further approval.
- Items over \$5000 require a purchase order and may be sent out for bid according to the UVM purchasing policies.
- Items over \$10,000 will be discussed with the Director of Clinical Services who may consult the Advisory Board and base decision to purchase on strategic priorities
- If a purchase is recommended, the Senior Simulation Specialist searches for the best Product at the best prices. They will consult with the Director of Simulation Education and Operations prior to any purchase. Decision about purchasing service contracts are made on a case by case basis.
- Internal or external grants may be written to acquire equipment.
- If the item is discipline specific, the CSL will recommend that the dept. pays for the items with service contract if needed and that we will store and maintain here at the CLS.
- On some occasions the CSL will split the cost of the item with the department.
- Equipment purchased by other entities will be contributed to the CSL, and must include purchase of service contracts. Housing, maintenance and upkeep of contributed equipment will be the responsibility of the CSL.
- Used equipment can be donated to CSL after identifying who it will benefit and a statement of need. Donated equipment becomes the property of the CSL to be disposed of when no longer useful.

Supplies

Organization:

In the supply room:

- All racks are labeled with a letter or a number.
- Supplies are grouped according to type and their location on supplies list.
- When instructors bring their own supplies or events are ongoing and have special supplies, boxes are labeled with event title and instructor name and placed on wire rack in hospital supply room on a separate rack.

Code Carts: The CSL has 3 adult, one pediatric and one neonatal code cart. The code carts are stocked by the UVMHC and are a duplicate what is used in situ.

There is an auxiliary storage space in the basement of Rowell. There is also offsite storage for rarely used equipment and supplies.

Inventory:

- The inventory of supplies is listed in the supply room, the Task Trainer room as well as on the shared drive, i.e. C:\Groups\ClinicalSkillsEducation\CSL\Inventory.
- The inventory of equipment is in a separate book in supply room and on shared drive, C:\Groups\ClinicalSkillsEducation\CSL\Inventory.
- All equipment is labeled with a CSL lab number. The inventory list includes the location where equipment is stored.
- Inventory of equipment is done annually in August/September. Supplies for frequently occurring events are grouped accordingly. For example, IV and blood draw are all in labeled cabinets in the task trainer room and all IV supplies for simulation on SPs are in the supply room, airway supplies are in the supply room on airway rack, scrub training on scrub rack in supply room, surgery supplies in VR room, etc.

Acquisition:

- Supplies should be adequate to run simulation events
- The Senior Simulation Specialist is responsible for ordering supplies.
- Special supplies need to be requested ahead of time and will be charged at cost.
- 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.

Simulator Maintenance:

- If equipment fails, simulation specialists should report damage or failure to the Senior Simulation Specialist.
- All equipment and task trainers should be tested annually to date of purchase (see inventory list) to determine that it is fully operational.
- If equipment has not been used recently, it should be tested 2 weeks ahead of an event. All

Task trainers that are used in bridge week should be checked the week before and refurbished if necessary (i.e. new skins and veins, etc.).

Utilization of CSL Staff

- Simulation Specialists will be hired per activity to run high-tech manikins and for set-up and clean-up of simulations including task trainers. It is the responsibility of the course director to provide a description of set-ups when reserving space.
- For reoccurring events the set-up details for the simulation specialist are listed in the calendar event and in the set-up manual.
- At the end of a session, all rooms should be reset unless otherwise determined.
- Signs are posted to direct participants/faculty to either check in at the front desk or to direct them to the room for their event.
- Standardized patients are scheduled as needed.
- Either an SP or a Simulation Specialists will be present at all times during scheduled events and will be responsible for close up after participants leave.

Loans Policy

Simulation equipment is available to meet the educational goals for all participants. Simulation inventory is maintained to meet the needs of most users. The simulators, task trainers and other equipment are a large part of our operating budget and as such we strive to keep the equipment in good working order at all times.

Procedure

Faculty/staff instructors that have been trained in the use of certain mobile equipment may have permission to sign out equipment for a class.

- The request must be made in advance of the class date.
- The sign-out sheet requires signature, phone number and email.
- Equipment should be treated with care and returned in the same condition as borrowed.
- The responsible person will pay for any damage or replacement cost should the item become damaged, lost or stolen while in their possession.