



**FALL 2020
STANDARD OPERATING PROCEDURE
MANUAL**

Rhode Island Nursing Education Center (RINEC)

This Standard Operating Procedure manual includes policies related to the operations of the Rhode Island Nursing Education Center (RINEC).

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Section 1.0 Overview of RINEC Operations

Section 1.1 Security

- Campus Police are at RINEC Monday through Thursday 8:00 am – 11:00 pm and 8:00 am – 4:00 pm on Fridays.
- Incident Reporting: Please report all incidents that occur in the RINEC and at South Street Landing in common spaces, to the RINEC Campus Police Officers. Both Officers have jurisdiction in SSL and will complete the appropriate paperwork for any incidents that occur within our facility and the larger SSL building.
- Lost & Found: Lost and found items are stored in the RINEC Campus Police Office. Campus Police can be contacted at the workstation in the South Street Lobby, near the East Elevators.
- The RINEC Hours of Operation are Monday through Friday. Students are granted access 30 minutes prior to the first class, starting at 7:30am each weekday (Monday – Friday). Daily operating hours vary based on the semester’s curriculum. Hours will be posted on the monitors within RINEC tenant space.
- **Note:** There are exceptions to the above times for classes or meetings that occur on an infrequent or ad-hoc basis. These meetings and classes are scheduled through the RINEC Administrative Team to ensure that room(s) will be unlocked and that Campus Police will be onsite for this event.

Section 1.2

Building Access

- South Street Landing Building Access
 - South Street Landing (SSL) is a multi-purpose building. RINEC tenant space does not include: the main lobby (Turbine Hall), the raised second-floor dining area, or the elevator lobbies, which are all “common” spaces. A portion of the third floor, as well as the entirety of floors four through six, are separate tenant spaces (currently occupied by Brown University).
 - Access to “common” spaces is set by the Property Management Team. Currently these hours are set for 7:00am – 7:00pm Monday through Thursday and 7:00am – 5:00pm on Fridays.
 - With some specified exceptions, the entry doors to SSL will remain locked and will be accessible only with an access card issued by RINEC or institutional staff.
 - The SSL entry doors will remain unlocked during the first weeks of the semester to all students and faculty to obtain their access cards.
 - The entry doors to South Street Landing, including the main entrance located on Eddy Street and the rear entrance located on South Street, have each had an ENTRY ONLY and EXIT ONLY path designated for normal operations to limit the potential opportunity for transfer of the virus. This will not apply to emergency situations where building evacuation is required. We recommend the use of ADA doors with automatic door openers when entering or exiting South Street Landing, and you will find that the Entry Only and Exit Only paths were designed with this in mind. Please use your elbow on the ADA Push Panel to activate the ADA doors to reduce contact with high-touch surfaces such as the push panel and door handles.
 - **Face covering are REQUIRED for all faculty, staff, students, and visitors to the building. Anyone without a face covering will be asked to leave by campus police or building security.**
 - Practicing safe distancing requirements of 6 feet or more is expected in the South Street Landing common areas and in RINEC tenant space when possible.
 - The South Street Landing Workplace Re-entry Plan is available on the RINEC website at: <https://www.rinec.org/wp-content/uploads/2020/08/SSL-Re-Entry-Plan-Fall-2020.pdf>.
- Rhode Island Nursing Education Center Access
 - Access to RINEC requires your RINEC access card as the perimeter is locked 24/7. Access will not be granted without an RINEC access card.

- Faculty & Staff have access to RINEC facility 24 hours per day, 365 days per year. Student access is limited to the RINEC Hours of Operation. Students are not allowed in the RINEC space during off-hours.

Section 2.0 Administrative Policies

Section 2.1 Access Policies

Faculty, staff and students who require access to the building will receive an RINEC access card. Policies and procedures related to these access cards are outlined below:

- Requests for a RINEC access card must be submitted by the appropriate institution.
- In order to limit face-to-face interactions, RINEC administrative staff will distribute labeled access cards to faculty during the first days of the semester to distribute to students within their classes.
- **It is your responsibility to protect your RINEC access card. Each card is tied to the individual. Do not share your RINEC access card.**
- If you misplace or lose your RINEC access card, please notify the RINEC administrative team **immediately**. This allows us to deactivate the card, so others do not use it for their own purposes. Tel: 401-290-8838 and Email: Rnursingeducationcenter@gmail.com.
- A fee of \$15 will apply to reissue a card that has been lost, misplaced, or damaged beyond normal wear and tear.
- If you experience any issues with your RINEC access card, please report the issue to the RINEC administrative team by email at Rnursingeducationcenter@gmail.com or phone at 401-290-8838. Please do not report access issues to Building Security (main lobby security).
- **Please do not open the door or hold the door open for anyone unless you know them by name.** RINEC Campus Police are onsite and can assist individuals with access issues if they do not have their access card on them – it is not your responsibility.

Section 2.2 Parking Policies – South Street Landing Garage

This policy applies to all RINEC community members who utilize the South Street Landing (SSL) Parking Garage.

- The South Street Landing Parking Garage is privately owned. We do not have any ownership stake in this facility. Our Campus Police are restricted to their jurisdiction which is our RINEC space within the South Street Landing building. The garage ownership is responsible for securing the garage.
- Requests for an SSL Parking Garage pass must be submitted to the institution.
- All parking garage passes are distributed through the individual institutions. Please contact your administrative or parking staff to obtain a parking pass for the garage.
- If at any time your vehicle information changes, please update your institution's administrative team as soon as possible. This information should then be relayed to the RINEC Administrative Team at rinursingeducationcenter@gmail.com for record keeping.
- It is recommended that each individual in receipt of a parking pass records their LAZ parking pass ID number for their own records in case it is lost or stolen.
- All lost parking passes must be reported to the institution's administrative or parking team as soon as possible to ensure they are deactivated by LAZ Parking Management.
 - Lost parking passes come with an associated fee per parking garage management policies & procedures.
- Upon transfer or termination of employment (faculty/staff) or completion of RINEC curriculum (students), parking passes must be returned to the institutional Dean's suite at RINEC.

Section 2.3 Maintenance (Work Order) Policies

This policy applies to all individuals working in RINEC space who need to submit a work order request to the Property Management team at South Street Landing.

- All facility-related requests (issues with the HVAC system, office door locks, etc.) may be submitted on the RINEC website at: <https://www.rinec.org/resource-center/maintenance-form/>.
 - If there is any question regarding the status of the request once submitted, please contact the Facilities Team at rinursingeducationcenter@gmail.com.
- Any work order requests that will create an additional expense to the RINEC Operating Budget need to be approved by the respective Dean and the RINEC Executive Director. Please do not submit a work order request of this type without prior approval.

Section 2.4 Office Policies

This policy applies to all individuals who occupy an office space within the RINEC tenant space.

- Keys must be requested through the institution's administrative team, who will work with RINEC facilities staff to obtain the appropriate key(s). A minimum of 3-business days advanced notice to the RINEC staff is requested.
- Individual faculty or staff member must schedule an appointment with RINEC staff to complete the RINEC Key Distribution Form and to obtain the key(s). Appointments may be scheduled by email at RInursingeducationcenter@gmail.com or by phone at 401-290-8838.
- Lost or stolen keys must be reported to RINEC staff (rinursingeducationcenter@gmail.com). There is an associated \$25 fee per lost key.
- Keys may not be duplicated by anyone other than SSL Property Management. The RINEC is a tenant of South Street Landing. We do not own the property and as such, it is our responsibility to follow the policies and procedures set by SSL Property Management.
- Additional policies and procedures include restrictions on items that can be housed within our tenant space. Restricted items include, but are not limited to, personal refrigerators, small appliances (i.e. Keurigs, coffee makers, tea pots, etc.), personal furniture, coat racks, candles, balloons, and flammable materials.
- Please ensure perishable items are consumed within a responsible time-frame and empty trash receptacles to limit the potential for infestation.
- **All keys must be returned to the RINEC administrative staff upon transfer, separation of employment, or at the request of the institution.**

Section 2.5 Scheduling Policies

This policy applies to all institutional faculty and staff when requesting use of the RINEC space for supplemental events/activities.

- Please note that priority is given to all primary nursing curricular and academic activities. Non-curricular activities and non-academic events or activities not associated with either RIC's or URI's nursing programs will be given consideration after all curricular activities have been accounted for.
- Requests for use of the RINEC space for supplemental activities must be made at least 5-business days in advance of the event.
- Faculty and staff need to submit these requests to rinursingeducationcenter@gmail.com
- **Please allow a minimum of 3 business days for processing. A confirmation email will be sent to the requester with the reserved room(s).**

Section 2.6

Event Policies

- Permitted activities at the Rhode Island Nursing Education Center (RINEC) include:
 - Any activity related to the delivery of curriculum for Rhode Island College (RIC) and University of Rhode Island (URI). This is also extended to the Community College of Rhode Island (as a public higher education institution in Rhode Island).
 - Fundraising events/related meetings limited to the three public higher education institutions.
 - External party requests will be considered on a case-by-case basis.
 - When RINEC is not in use for curricular activities, it may be available for other events. For more information, contact the RINEC administrative team at rinursingeducationcenter@gmail.com. Please contact the staff at least 15 business days in advance of the proposed event.
 - In your email communication, please include as many event details as possible: proposed day(s)/time(s), number of attendees, catering requirements (food and/or alcohol), space needs. The request will require approval of the RINEC Management Committee. As such, an immediate response may not be possible.
 - Note: Non-permitted activities at RINEC include: any activity that would pose a disruption to the delivery of curriculum; any private social activities, such as weddings and related receptions, anniversaries, family reunions, birthday parties, or similar; any private fundraising event.
- General Event Guidelines
 - Viewing of event space must be coordinated through the RINEC administrative team.
 - Please note that the event time-frame should include set-up and take-down time.
 - Any event signage needs to be provided by the client.
 - Any items left behind from the event will be held in the RINEC Administration Suite for pick-up for five business days. At that time, it will be disposed of and/or donated.
- Additional Fees
 - Cleaning and security services are available; there is a 4-hour minimum for each.

- Events outside of our normal operating hours will incur a Property Management fee and administrative fees for RINEC staff support.
- Approved Caterers
 - Please notify RINEC if a caterer will be used for events, as well as whether there will be alcohol provided. All alcohol must be served by a TIPS Certified Bartender.
 - Approved Caterers include: Fire Works, Pranzi, Russel Morin, Bagel Gourmet, and Brown University.

Section 3.0 Technology Policies

Section 3.1 Acceptable Use of Technology at RINEC

- Technology resources include audio/visual equipment, computers, mobile devices, and network infrastructure in all learning spaces within RINEC, including, but not limited to: classrooms, study spaces, conference spaces, seminar rooms, skills labs, and simulation rooms. Acceptable use of these resources must be legal, ethical, and show respect to the RINEC community in the use of this shared resource. Use must also demonstrate acknowledgement of and respect for intellectual property, ownership of data, system security, and individual rights to privacy.
- Among other inappropriate activities, individuals shall not use RINEC IT resources to libel, slander, or harass others, violate others' privacy, use network scanning programs without permission, attempt entry to non-public hosts, tamper with security measures, or perform illegal acts. Nor shall individuals interfere with the proper functioning of the IT resources or unreasonably interfere with the ability of others to make use of those resources. The RINEC staff may take immediate action to restore the proper functionality of equipment if it determines that such use is in progress.
- Users have a responsibility to maintain and protect the integrity of all shared IT resources.
- The technology policies of the home institutions are in effect at RINEC. These documents are available on the institutional websites.
- Applicable local, state, and federal laws apply to all RINEC technology users.

Section 3.2 Requesting Technology Support or Resources

The RINEC Helpdesk team can answer a wide range of questions and are the first point of contact for technology support at RINEC.

- Technology support is available at RINEC during hours of curriculum delivery. Please contact: Helpdeskrinec@rinec.org, (401) 277-5316, or submit a request on the RINEC website (<https://riopc.freshdesk.com/support/tickets/new>). Examples of technical support requests include, but are not limited to:
 - Unresponsive equipment such as a keyboard, mouse, web camera.
 - TVs or projectors not displaying correct items.
 - Equipment damaged physically.
 - All other issues associated with learning space technologies.
 - **Note: email (Helpdeskrinec@rinec.org) is the preferred option of communication as it will provide a faster response during times with a high volume of requests.**
 - Remote support may be available for faculty and staff at RINEC.
 - Note: Our team is unable to support institutional systems (Blackboard or Sakai) and as such, will refer you to your institutional technology support services.
- Training for equipment is available by contacting Helpdeskrinec@rinec.org. The RINEC Helpdesk team can tailor training to the course needs and the people involved.
 - If you wish to schedule technology assistance during a specific class time, please email Helpdeskrinec@rinec.org at least 48 hours in advance.
- Equipment available for reservation includes: institutional laptops, document cameras, and response clickers. Please email Helpdeskrinec@rinec.org at least 24 hours in advance to request equipment for your class session.
 - Note: There a limited number of these shared resources and may not be available during high volume times.
 - RINEC Staff will deliver and retrieve equipment at the scheduled times.
- RINEC Helpdesk may offer limited support for personal devices.

Section 3.3 Technology Use Guidelines

The following guidelines will help ensure technology resources remain in an operating state for use by the RINEC community.

- Equipment may occasionally fail. Be sure to follow any supplemental instructions that are posted on or near technology resources. Failure to do so can cause damage or make a system unusable for the next event.

- Please ensure you have presentation materials accessible in two locations. For example, on a thumb drive and on the institutional intranets (Blackboard/Sakai). The RINEC Helpdesk will be unable to assist in situations where these resources are unavailable.

- When finished in a classroom/space:
 - Turn off any projectors or TVs, these are controlled using the touch panels located in each room.

 - For built-in computers, log-out of any website/applications and delete any materials. Please leave the computer on for the next user.

Section 4.0 Simulation Policies

Section 4.1 Introduction

The role of this section is to provide an overview of the policies and procedures associated with simulation spaces and the skills labs at the Rhode Island Nursing Education Center. It will also outline the responsibilities of the Simulation Specialist.

Section 4.2

Operating Hours

- The daily hours of operation for the Simulation Center will fluctuate in relation to scheduled curriculum in order to efficiently meet the needs of scheduled institutional (RIC, URI, CCRI) requirements. The hours will primarily consist of Monday - Thursday 7:30am to 5:30pm; Friday - Saturday 8:00am - 3:00pm. Any requests for simulation spaces must be made through the online scheduling form (<https://www.rinec.org/resource-center/available-space-informaiton/>) or emailing the simulation coordinator at rinec.simulation@gmail.com. See below for more details on scheduling.
- To properly secure the RINEC simulation spaces, the equipment and facility must be closely monitored and coordinated by simulation staff. It is the responsibility of the designated faculty to open and close the simulation space that has been assigned to them for that specific date/time. Simulation staff will serve as a fail-safe to ensure these spaces are restocked and locked prior to their departure from RINEC.

Section 4.3 Responsibilities of the Simulation Specialist

Simulation Specialists provide technical and non-technical assistance to support the simulation areas of the Rhode Island Nursing Education Center (RINEC). Primary duties of the simulation staff consist of providing operational functionality of all simulation labs and equipment, troubleshooting issues, and correcting system irregularities.

Simulation Specialists will work alongside the other RINEC staff, URI-CON faculty, and RIC-SON faculty to provide a level of simulation that is up-to-date and on par with the most modern medical advances in the field of operation. These standards are determined by faculty from both RIC-SON & URI-CON.

Primary responsibilities of the Simulation Specialist include:

- Setting up both skills labs and simulation spaces per the request of the faculty
- Operational control of the simulation (running the manikin & software)
- Maintaining the supplies for the simulation and skills activities
- Technical troubleshooting of simulation equipment
- Cleaning/disinfecting the equipment before and after a simulation or skills activity.

Please note: The Simulation Specialist will not assist in curricular activities, including pre-brief, de-brief, and case scenario.

Section 4.4 Simulation Spaces

The simulation spaces at RINEC includes observation, debrief, and procedure rooms on the first floor, as well as the skills and health assessment labs on the second floor. Please see the **Appendix** for a list of the simulation spaces and the room capacity. Please note that these have been modified due to COVID-19 and social distancing restrictions. Due to this, we ask that cohorts do not exceed 8 students. Faculty must be aware of the room capacity and abide by those standards set.

Section 4.4.1 Schedules

Curricular schedules are posted on a semester-by-semester basis. The designated program (RIC-SON or URI-CON) will be indicated on the RINEC Google Scheduling System. RINEC simulation staff will work with designated faculty from each program to learn their preferences for operating the simulation space during their curricular activities.

Scheduling Simulation and Skills Lab Activities: To streamline communication and ensure that all curriculum is being delivered to the anticipated level of excellence, we request that all simulation activities hosted at RINEC be scheduled in accordance with the policies listed below.

- Requests should be made by the lead faculty for that course. The **initial request** to schedule the simulation activity should be sent through the google form (<https://www.rinec.org/resource-center/room-request-gform/>). Once the initial request has been submitted, the simulation coordinator will reach out from the rinec.simulation@gmail.com email address. Any follow-up communication regarding the simulation will be sent from the rinec.simulation@gmail.com email address.
- Spaces are scheduled on a first-come basis. An email will be sent out indicating a scheduling deadline. After the scheduling deadline has passed, please note that your desired space may not be available. Generally, we ask that simulations be requested the semester beforehand. Simulations can be requested the semester of, but we cannot ensure the room or space will be available.
- For each simulation activity please include **all anticipated needs**: supplies, manikins, Patient Actors, staff needs (tech, IT support), equipment, etc.
- Cohorts for simulation and skills labs will be limited based on the social distancing room capacity. We ask that the rooms that will be utilized for skills activities have no more than 8 students, and that HPS simulation rooms (excluding 104/108) have no more than 2 students.

- If larger cohorts exist, we ask that they are split up between multiple rooms to meet the suggested student numbers above. Thus, we ask for flexibility in scheduling larger orientation days or larger simulation days.
- We recommend that students work in pairs (2) with the same student throughout the semester.
- Students will be limited to pairs (2) at skills stations and simulations.
- Time will be built into each schedule for cleaning and room reset between each simulation (5-10 minutes).
- The simulation and skills activities will be staggered to allow for smaller groups of students entering the simulation center at once.
- At least one week before the simulation, the simulation coordinator will reach out and confirm the schedule and student numbers. We ask that the faculty do their best to stay close to the schedule, as it has been staggered for social distancing measures, as well as for cleaning purposes.
- Due to global supply disruptions, supplies may be limited. The simulation coordinator will inform faculty if a supply is requested that we are unable to provide.
- **It is imperative that faculty members provide as much detailed information as possible. Exact quantities are required as all RINEC supplies are a shared resource, and it is our mission to provide the best possible service to our students, faculty, and staff.**
- **Please indicate if the RINEC Simulation Specialist will operate your simulation or the institution will provide operations for the simulation. Please note the general observation rooms will be limited to one individual, the operator of the simulation. The one large observation room (106) can have a max of 3 individuals in the room at a time.**
- If there are any changes to your simulation activity, please submit these edits [here](#) and notify the simulation coordinator at rinec.simulation@gmail.com.

Section 4.4.2 Sim Control

The control center is used to run simulation exercises. This area needs to be maintained to ensure that it always remains fully mission capable. The simulation operator must ensure to organize any remaining documents after simulations have concluded and place them into the designated folders for each program. If faculty do not pick-up their left-over documents by the end of the month, these will be disposed of into the proper receptacles.

- Due to social distancing restrictions, the general observation rooms will be limited to one individual, who will be the operator of the simulation. The one large observation room (106), can have a max of 3 individuals in the room at a time.
- At the end of the day, each observation room will be cleaned with EPA/CDC approved wipes by the simulation operator.
- There will be no switching of observation rooms or debriefing rooms by operators or faculty.
- You must be a trained simulation team member before you are able to run a simulation exercise independently.

Section 4.4.3 Manikin Operations

RINEC has many high-fidelity manikins that are used for simulations. All staff who would like to operate the manikins must be trained by a simulation team member, as mentioned above. The instructors should relay the following information about the manikins to their students.

- DO NOT write on the manikins or trainers.
- DO NOT use water soluble lubricants on the manikins. The appropriate manikin lubricant will be provided, if needed, by the simulation staff.
- Manikins can be cleaned with soap and water or 70% isopropyl alcohol using a cloth or wipe. Please do not spray solutions directly on the manikins.

Section 4.4.4 Staging Simulation Exercises

The storage space in the Sim Control Rooms contain documents specific to each simulation exercise. All equipment and supplies will be stored either in the sim room, the Central Storage Room (1st floor) or other sim storage spaces (2nd floor). RIC and URI faculty have a storage rack in the second floor Sim Storage Room where they can store simulation materials if needed. If school specific items are left in the RINEC simulation/skills spaces, these items will be placed in the designated storage space. Due to COVID-19, we ask that only RINEC staff members enter the storage rooms. If a faculty member needs equipment from a shared storage space, we ask that they contact the simulation coordinator at rinec.simulation@gmail.com.

- Simulation exercise set-up must be provided in the request form sent to the simulation team. Please provide as much detail as possible on how you would like the room setup, the medicine cart prepared, and the manikin prepared.

- The simulation team will notify the lead faculty if any equipment or consumables are not available through the simulation center.
- Medication carts will contain the requested supplies and will not contain unneeded equipment for the simulations.
- Rooms will be supplied with the requested supplies and will not contain unneeded equipment for the simulations.
- Manikins will have a disposable sheet on them rather than the regular cloth linens. These will be switched out after every simulation.

Section 4.4.5 Room Orientation

Please refer to the checklist located in each simulation room. In the event these checklists are removed from the room, please print and repost in the appropriate space.

- Due to COVID-19 and social distancing restrictions, we ask that room orientation be recorded beforehand for the students to watch and/or the students are oriented to the room in pairs (not an entire cohort). Room orientation should be completed by the faculty member or graduate assistant. If the simulation operator needs to inform the students about any technical/operational information, they will do this through the speaker system in the room. The simulation operator will not enter the room while students are present.
- During the simulation activity and skills activities, we ask that the doors stay open or stay ajar, to allow for ventilation.

Section 4.4.6 Manikin Maintenance

The Laerdal manikins are a long-term investment for the RINEC and need to be maintained after each simulation activity. Use Sani-Cloths, soap and water, or 70% isopropyl alcohol to wipe-down the Laerdal manikins. Simulation Specialists should check to make sure that all manikins are turned off before they leave for the day.

Section 4.4.7 Accessing Videos

Videos are accessed through the CAE learning space.

- Faculty and/or Graduate Assistants may be provided access to the CAE system as either a RIC-SON educator or URI-CON educator.

- Videos should only be recorded with the approval of the faculty.
- Recordings will be deleted based on the institution's protocols. (RICSON current policy states recordings will be deleted at the end of a 3-year period.)
- If you are unsure if you have access to the CAE system/recordings, please email the simulation coordinator at rinec.simulation@gmail.com

Section 4.4.8 Additional COVID-19 Protocols

Faculty and Graduate Students:

Faculty and graduate assistants will view the simulation via CAE video in the associated debrief room. To the best of our ability, faculty will be designated to one debriefing room downstairs for the semester. We ask that they clean any equipment that they use during the simulation including keyboards, phones, and headsets.

Students and Skills Lab and Simulations:

- Students are expected to follow social distancing guidelines provided by the State (masks and 6 feet apart) when they are onsite at RINEC, including, to the best of their ability, when they are participating in both skills activities and simulations.
- We ask the students to bring their own stethoscopes to simulation and skills activities. Stethoscopes will not be left in simulation rooms but will only be provided by request.
- Debriefing for activities will be held in the skills labs on the second floor. The only exception is the 112 debriefing room. Each course will be informed prior to the simulation where they will be debriefing.
- Students will be expected to wear both masks and face shields when they are participating in skills activities and simulations.
- For skills labs, we recommend no more than two students at a station.
- Before entering a simulation space, students should be wearing both their mask and face shield. Once they have entered the simulation, they should immediately wash their hands and don gloves. Gloves are required to be kept on for the duration of the activity.
- Students are expected to clean/disinfect their stations once they have completed a skills activity. RINEC staff will not be able to clean in between each skills station.
 - EPA/CDC approved wipes will be available.

- Students are expected to clean/disinfect the manikins, equipment, and surfaces touched during a simulation.
- In addition to the cleaning between simulations and skills labs, at the end of the day the manikins will be cleaned with soap and water and disinfected with 70% isopropyl alcohol by RINEC staff.
- At the end of the day, the equipment and surfaces will be cleaned and disinfected with EPA approved wipes.
- Those skills labs with multiple doors will have one door designated for entry and one door designated for exit.
- During the simulation activity and skills activities, we ask that the doors stay open or stay ajar, to allow for some ventilation.
- We ask the students, faculty, and staff to follow any directional signage that is posted in the hallways and/or in the simulation/skills rooms.

Screening:

- Screening will be performed based on each institution's policy and will be completed by the institution's staff (faculty/graduate students)
- Faculty will be provided with a non-contact thermometer at the beginning of their class and a staff member will retrieve it from the faculty at the end of the class.

Section 4.5

Standardized Patient Suite

- The Standardized Patient (SP) Suite includes the following spaces:
 - A173 – Classroom
 - A175 – Observation
 - A176 - A185 Standardized Patient Rooms (10 rooms total)
- SP Suite maintenance/inventory and restocking: RINEC simulation staff will ensure that spaces are set-up and disassembled after each SP session. Each individual room will be ready for the educational activity prior to the start of the session and each space must be cleaned-up after the conclusion of the activity. Supplies will be stored in each individual room as well as in the Central Storage Room (1st floor). Staff will track the status of supplies and be sure to order supplies with ample time to restock prior to the exhaustion of supplies.
- Students who would be using these exam rooms are advised to wear both a mask and a face shield, as well as the nitrile exam gloves. We ask that students wear both mask and face shield before entering the room and then clean hands and don gloves once inside the exam room.

Section 4.6 Standardized Patient/ Actors Recruitment and scheduling

Standardized Patients (SPs)/Actors are recruited for simulation activities at RINEC as requested by the faculty. Faculty requests must be submitted with the simulation activity space request to allow enough time for recruitment and scheduling.

This procedure outlines how SPs/ Actors are hired by RINEC staff for use in simulations.

- RIC SON or URI CON faculty requests SPs/actors(s) for their scheduled simulation activity. Simulation case(s) and activity date(s)/time(s) should be provided so the RINEC simulation team can ensure the SP/actor meets the required demographics and is comfortable with the scenario.
- RINEC may advertise this position to recruit an appropriate pool of SPs/actors. Faculty can also recommend individuals with whom they have worked and had positive experiences in the past.
- SPs/actors can be scheduled to meet with either program simulation educator prior to starting work. Such meetings/training, however, need to be coordinated through the RINEC simulation team.
- RICSON has provided a training module that must be completed by each newly hired actor/SP.
- Due to COVID-19 and social distancing restrictions, we are strongly encouraging the use of SPs/actors via zoom. SPs/actors would still be onsite and will be able to communicate with the faculty member. The RINEC simulation coordinator will be in contact about this procedure.
- If SPs/actors will be participating in face-to-face simulations, they will be required to wear both a face mask and face shield.
- SPs/actors will be placed in a designated room when they are onsite participating in a simulation via Zoom; they will not be allowed in the observation room.
- All SPs/actors are required to wear a face mask when onsite at RINEC and in the South Street Landing building.
- All SPs/actors will be provided a face shield, which is required to be worn onsite at RINEC.

Note: Only RINEC staff are authorized to access the storage rooms.

- **Ordering Supplies:** Needed supplies will be ordered during two periods December/January and June/July. Supplies requested by an individual program must be approved by that institution and will be charged to that institution. Supplies that are required by more than one institution will be purchased by RINEC as a shared resource.
- **Stocking Supplies:** Supplies are stored in the first-floor central storage and second-floor storage rooms. Inventory for main consumables (syringes, needles, saline bags, ect.) will be taken every other week. Inventory for all supplies will be recorded two times a year, in December and July. Simulation specialists are accountable for knowing when supplies are running low and when they need to be reordered.
- **Disbursement of Supplies:** Supplies are disbursed per faculty request. If an inventory item is not requested before the simulation during the scheduling process, the supply may not be available to use. If requested supplies need to be restocked during a simulation, please advise a simulation specialist and they will restock the requested material. Please note that if there are large discrepancies from the original request, these items may not be provided.
- Due to COVID-19, there may be limited availability of certain items. The simulation staff will keep faculty informed of any issues with obtaining requesting supplies.

4.8

Safety Precautions

- Food is not authorized in the simulation areas, including the operation rooms. This will be closely monitored and strictly enforced due to COVID-19.
- We ask that students bring a limited amount of personal materials with them.
- Beverages are only allowed in debrief rooms if they have a lid. All spills must be cleaned-up immediately. If spills occur on carpets, simulation staff must be notified so management can appropriately address the situation.
- Trash containers are located throughout the simulation center. All garbage must be thrown away and the simulation rooms left clean.
- **Under no circumstances may needles, syringes, or catheters be removed from the simulation spaces.**
- Needles, catheters, and hazard containers must be stored and double locked.
- All injuries in the Simulation Center are to be reported immediately to the faculty and/or simulation staff. Each injury must be reported according to the policies and procedures of the individual institution.

Appendix

Simulation Spaces with Room Capacity

**Due to Covid-19, please contact the lab coordinator for current room capacity*

First Floor

A102 Debrief Room

A104 Multi-Purpose Lab

A106 Observation Room – shared

A107 Debrief Room

A108 HPS Room

A109 Observation Room

A111 HPS Room

A113 Observation Room

A115 OR Room

A117 Debrief Room

A118 HPS Room

A120 Observation Room

A124 Observation Room

A125 Debrief Room

A126 HPS Room

A127 Observation Room

A129 HPS Maternity/Delivery Room

A130 Debrief Room

A131 Debrief Room

A132 HPS Pediatric Room

A133 Debrief Room

A134 Observation Room

A136 Observation Room

A137 Observation Room

A138 HPS Room

A139 CRNA Sim Room

A143 Debrief Room

A146 Debrief Room

A147 Home Care Lab - A143 (Debrief)

Second Floor

A201 Pediatrics Skills Lab

A204 Maternity Skills Lab

A205 ICU/Critical Care Skills Lab

A207 Health Assessment Skills Lab

A209 Health Assessment Skills Lab

A211 Open Practice Skills Lab

A213 Med/Surg Fundamentals Skills Lab