



FACULTY OF
HEALTH SCIENCE

Rural Clinical School

Simulated Learning Environments (SLE's)

Burnie / Mersey Campus'

User Guide Version 2.1

This User Guide has been developed to assist clinicians with teaching in the RCS Simulated Learning Environments. In conjunction with an Orientation Session it will provide you with some useful resources to help with organising your teaching sessions. It is not an exhaustive list so please feel encouraged to seek out other resources and share them with your colleagues.

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Checklist for Developing a Skills Session RCS Simulated Learning Environment (SLE)

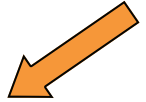
1. Planning the Session (2 weeks before session)

Identify context for learning & Scope of Skills level	Why do the students need to be able to perform this? (curriculum requirements) What aspect of the skills do they need to learn and be competent in?
Develop Learning Objectives	What do you want the students to be able to achieve by the end of the session? (Knowledge, Skills, Attitudes)
Determine resources and time required	Physical set up, equipment and consumable, no. of facilitators, assistance, videotaping. How much time will be required for set up, delivery, set down and clean up of teaching space?



2. Booking the Centre (2 weeks before session)

Contact RCS Reception	Bookings for the Centre are taken via RCS Reception (6430 4550 or rural.clinical.school@utas.edu.au). Your request will be tentatively booked and confirmed when relevant documentation is submitted and approved.
Complete relevant documentation	These will be issued to you or you can access them online at the RCS website http://www.utas.edu.au/rural-clinical-school/about-the-rcs/facilities/skills-centres . They include facilitator details, title of session, learning objectives, equipment required, assistance required.
Submit forms	Submit forms to RCS Reception. The booking is then approved by the Clinical Skill's Educator.
Booking Confirmed	You will receive confirmation of your booking via email with any relevant information to assist you with your session.



3. Orientation to the Centre (1 week before session)

Visit the Centre	Contact Clinical Skills Educator or Manger to make a time to visit the Centre for Orientation to the SLE (usually takes 15 mins). Receive and read SLE User Guide outlining P&Ps and other relevant information.
Assistance with session	Contact Clinical Skills Educator if you require assistance with set up, set down or to practice your session.
Prior Learning	Inform students of pre reading or other preparation needed to attend session.



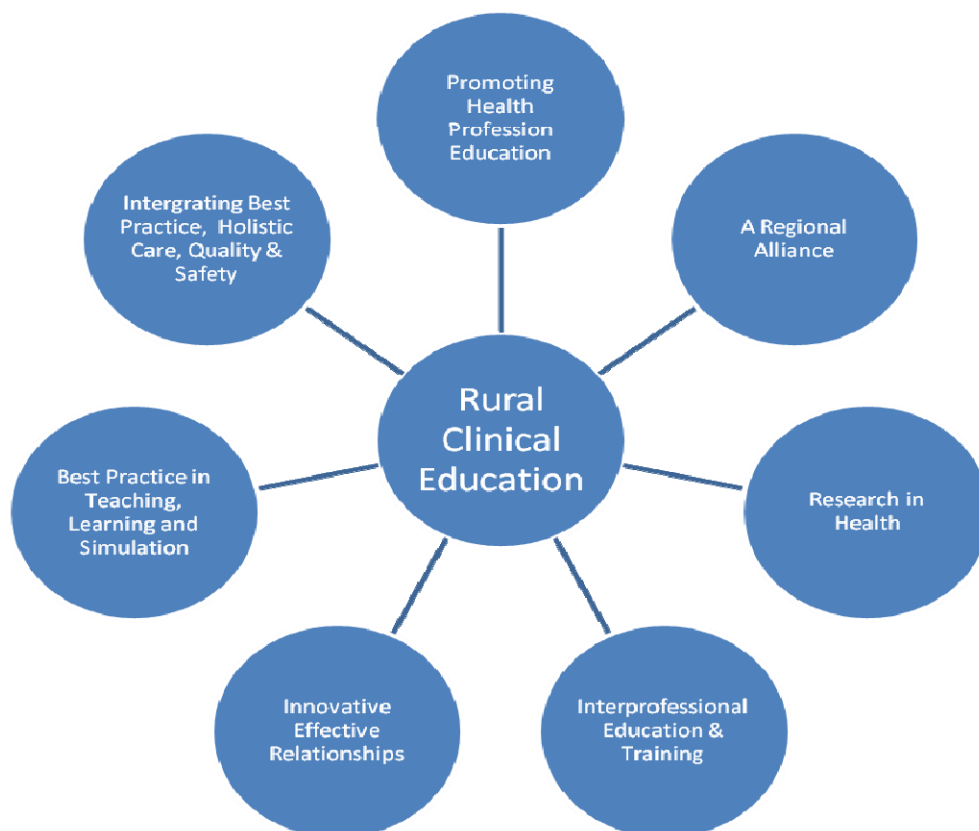
4. Delivering the Session (on the day)

Preparation of Centre	Ensure SLE is ready for students (& other facilitators on arrival).
Readiness of students	Students should be clear about the session learning objectives and roles they are to play. A Code of Conduct for entry into the Centre will be given to students by RCS Manager.
After the session	The Centre is to be left clean and tidy with equipment returned to original storage space unless previously negotiated.

About the SLE's

The Rural Clinical School's (RCS) Simulated Learning Environments (SLE's) at both Burnie and the Mersey Community Hospital have been developed to provide a multi-disciplinary centre of partnership and excellence in rural clinical education and development. The RCS provides a regional facility that promotes and advances health education and research across inter-professional curriculums.

The RCS SLE's Philosophy:



SLE Objectives:

- To be drivers for patient safety;
- Provide a regional facility for interprofessional learning and teaching;
- Reflect and support hospital and community policy and procedures in practice;
- Promote practice in teaching and learning in simulation; and
- Contribute to improvement in patient care, through research and professional development.

The SLE's are equipped with state of the art manikins and part task trainers that allow health professionals to simulate a range of situations similar to real life clinical practice.

Staff at the SLE's

The RCS employs several staff who oversee the organizational, educational and strategic direction of the Centre's. These include a Manager, Simulation Educator/s and Admin support.

Who can use the SLE's?

The SLE's can be accessed by individual or group health professionals and undergraduates on the North West coast. Out of hours bookings require security arrangements to be made for your access. Bookings can be made through the Burnie Rural Clinical School. Please contact rural.clinical.school@utas.edu.au or by phone: 03 6430 4550.

Clinical Teaching Staff may be available to assist with clinical teaching and learning needs in a group or one on one basis.

Key User groups:

- Medical students
- Medical practitioners
- Nursing students
- Postgraduate nurses
- Allied health professionals; and
- Paramedics and First Responder Team

Equipment for Clinical Skills Teaching

The SLE's house a vast range of equipment to meet the learning needs of health professionals for simulated learning. The equipment has been purchased and developed based on consultation with practicing clinicians teaching in acute and primary care settings. Along with a range of suitable consumables the following equipment is available for use:

- ALS manikins
- BLS manikins
- IV arms and epidermis pads
- Defibrillators/ECG monitor
- Male /female catheterisation model
- Resusci Anne CPRD Skills trainer
- Basic and advanced airway equipment
- X-ray viewers
- Birthing simulator
- Female pelvic structure and baby with placenta
- Paediatric airway equipment (manikins & part task trainers)
- Lung sounds simulator
- Lumber puncture trainer
- Arterial wrist part task trainer
- Pelvic model with ovaries, cervix and uterus options (& consumables for vaginal examination)



Suture Pads



ALS Manikin and Monitor



Paediatric Manikin

Instructions for maintenance and use of equipment can be found in the Equipment Manual in the SLE's. SLE staff can be consulted to explain the most efficient and effective use of equipment and some handy hints on how to use equipment for teaching and learning.

Policies and Procedures

The following policies and procedures govern the access and use of the SLE's. These are extracted from the RCS Policy and Procedure Guidelines and must be adhered to by all teachers/session leaders accessing the SLE's.

Accessing and Booking the SLE's

The SLE's are restricted area of access. High levels of security are maintained to ensure the integrity of teaching spaces, equipment and confidential information. Rooms must be booked in advance via the Burnie RCS via email rural.clinical.school@utas.edu.au or by phone 03 6430 4550.

Confirmation of the booking will be made on completion and submission of the *Booking Form* which includes details relating to the sessions being taught, related learning objectives, equipment required and number of students and facilitators that will be in the Centre.

Access to the booked area can be gained by signing out a swipe card from RCS Reception.

Burnie Campus:

Consists of several practical training areas:

1. **Skills Lab A - The High Fidelity Suite** – this area houses interactive paediatric and adult human patient simulators, with an adjacent control room from which simulators are operated. This area can only be booked by external users following consultation with high fidelity staff. RCS staff must be available to assist with training requested to be undertaken in this area.
2. **Skills Lab C - Skills Training Room** - this area is suitable for small group training of clinical skills, including BLS, ELS & ALS programs. In addition audiovisual facilities are available making this a useful space for small group tutorials. Please note that although there are gas outlets located on the wall in this area, a gas supply is not connected.
3. **Consult Rooms 1, 2 & 3** – there are three smaller rooms designed around General Practice consulting rooms that may be utilised as training rooms.

Latrobe Campus:

Consists of two practical areas:

1. **SLE 1** - this area is suitable for small group training of clinical skills, including BLS, ELS & ALS programs. This area has been designed to simulate a clinical practice area and has been equipped with oxygen and suction supplies along with other acute care amenities.
2. **SLE 2** - this area is suitable for small group part task training of clinical skills, including Venepuncture, Cannulation, Urinary Catheterisation and other procedural skills.

All users of the SLE's are required to undertake an Orientation to the areas before teaching. It will be the responsibility of the clinical teacher to make a time with SLE staff for this to take place.

Teaching in the SLE's

All teaching sessions require Learning Objectives as outlined in the *SLE Booking Form*. Support for developing teaching and learning activities can be provided on request.

Facilitators will be expected to be familiar with procedures governing set up of the SLE for teaching, use of equipment, cleaning of equipment and maintenance of teaching spaces in the SLE and reflect policies of the user groups governing authority.

Facilitators will be required to negotiate requirements for teaching sessions with SLE Staff prior to the event to ensure appropriate resources are available.

It is recommended that procedures being taught in the SLE be aligned with guidelines in the Area Health Service Procedures Manual.

One facilitator is required for every six to eight participants during training sessions.

Teaching and Learning Resources

There are a number of articles relating to the philosophy and practice of simulation teaching and learning which may be useful to read. Other resources relevant to developing teaching sessions are available in hard copy and on line. Internal users may refer to the Teaching and Learning Resources for Clinicians on the RCS N: Drive.

The SLE's Staff may be available to assist you with this process if required.

Use of Equipment

All equipment is to be cleaned following use and packed away accordingly. Guidelines are provided in the 'Equipment Cleaning Instructions' folder located within the SLE.

Damage to equipment must be reported to SLE Staff immediately.

Some equipment may be borrowed for use outside the SLE's. The Equipment Booking form must be completed and approval granted by the SLE staff.

Consumables

Please note that non UTAS RCS users are responsible for providing any consumables that may be required for your session. These include supplies such as urinary catheters, dressing packs, cannulae, syringes and dressings.

Videotaping

Videotaping must follow UTAS policy and include clearly stated learning objectives, preparation of role players, debriefing and maintenance of confidentiality. All participants and teachers are required to complete the relevant forms relating to confidentiality and integrity of teaching process.

All videotaped information will be kept secure in the SLE's through the Video Debrief system. Access to this information will require a request to the Centre Manager.

Infection Control & OHS

Users of the Centres should be familiar with the North West Regional Hospital (NWRH) Infection Control Manual. Any injury occurring in the SLE's needs to be reported immediately to the Centre Manager and the appropriate processes followed according to the RCS's OH & S guidelines.

Code of Conduct

No food or drink is to be taken into the SLE's. It is recommended that valuables be locked away in a secure space outside the SLE's. Bags and clothing must not be placed on the floor in the SLE's. Protective footwear should be worn at all times in the SLE's. Mobile phones should be switched off unless required for emergency contact.

Rural Clinical School Simulated Learning Environment (SLE) Booking Form



SECTION A		Details of Hirer			
Organisation					
Public Liability Insurer (non UTAS users only) A copy of current public liability MUST be provided. Refer to Terms & Conditions of Hire for details					
Name of Contact Person					
Phone Number		Fax No.		Email	
Name of Lead Facilitator/ Responsible Officer					
Phone Number		Fax No.		Email	

SECTION B		Venue & Event Details			
<p>Note: Information on Simulated Learning Environment Terms & Conditions can be found below.</p>					
Preferred Venues:	<input type="checkbox"/> Burnie Campus – Skills Lab A (High Fidelity + Debriefing Area Required with Booking) <input type="checkbox"/> Burnie Campus – Skills Lab C (Skills Training + Audio Visual) <input type="checkbox"/> Burnie Campus – Consult Room 1 <input type="checkbox"/> Burnie Campus – Consult Room 2 <input type="checkbox"/> Burnie Campus – Consult Room 3 <input type="checkbox"/> Latrobe Campus – SLE 1 <input type="checkbox"/> Latrobe Campus – SLE 2 <input type="checkbox"/> Other (please specify)				
Will an additional RCS Meeting Room be required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Note: You are required to complete RCS Venue Hire Request. Please contact RCS Venue Hire Officer on (03) 6430 4550		
Date required: (please use separate booking form for any non-consecutive days required)					
Venue access time:					
Event times:	Start Time		Finish Time		
Will after hours access be required? (office hours are MON-FRI 8.30am-5pm)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Note: You are required to make arrangements for a/hours access with SLE staff when booking		

SECTION C		SLE User Data For bookings to be accepted – areas marked with "*" must be completed.			
* Expected number of students:					
* No. of facilitators:					
* Skills/Scenario title:					
* Student Group:					

Learning Objectives: (please note all teaching session **require** learning objectives)

- 1.
- 2.
- 3.
- 4.
- 5.

Pre requisites for students: eg. Pre reading, previous skills sessions attended, tutorials, CBL attendance

SECTION D Equipment Loans

Please note, **YOU MUST** outline at the time of booking any equipment you may require for your session. Failure to do so may result in the equipment not being available for your use. Please ensure you provide any consumables that may be required for your session.

Equipment Required:

Date Required:

Equipment Required:	Date Required:

ACCEPTANCE

In making this venue request, the user agrees to comply with Terms & Conditions of the Rural Clinical School – Simulated Learning Environment & must have completed an **ORIENTATION PROCESS**. If an orientation has not been completed bookings **will not** be accepted. For arrangements, please contact SLE staff.

Print name _____ Signed _____ Dated _____

PLEASE RETURN COMPLETED FORM BY POST OR FAX TO:

Rural Clinical School
Private Bag 3513, Burnie TAS 7320
Phone (03) 6430 4550 Fax (03) 6431 5670 , Email rural.clinical.school@utas.edu.au

Simulated Learning Environment (SLE) Terms & Conditions of Hire

1. Conditions of Agreement

The term 'hirer' will include the applicants organisation. The University of Tasmania (UTAS) agrees to hire the Hirer the venue/s together with equipment in accordance with the Terms and Conditions of Hire of the Rural Clinical School facilities and any attached additional documents. The Hirer agrees to be bound by these Terms & Conditions and by any additional conditions which the University may notify to the Hirer prior to the commencement of hire.

2. Responsible Officer

Unless agreed to the contrary in writing, the Hirer must nominate an attendant who is aged 18 years or more and who will be present for the duration of the function and who will take responsibility for ensuring compliance with statutory safety requirement and the Terms and Conditions of Hire.

3. Charges and Deposits

There is currently no charge for hire of Rural Clinical School rooms and facilities. However a fee may apply if rooms are not left in an "as found" condition.

4. Cancellations

The Rural Clinical School has the right to not accept a booking or to cancel at any time. The Hirer shall notify the Rural Clinical School of cancellations not less than two working days prior to commencement of hire.

5. Indemnity

The Hirer shall indemnify and keep indemnified UTAS against all losses, expenses, liabilities, claims and damages incurred as a result of, or arising out of, the hiring of the premises, whether caused by any act of omission of the Hirer, its servants, agents or invitees, or any other person.

6. Insurance

External Hirers and users of the University venues **must be covered by public liability insurance**. The Hirer **must** provide evidence of a current public liability insurance policy for no less than \$10 million.

7. Duty of Care and Infection Control

The Hirer should be conversant with the RCS Emergency and Evacuation Procedures displayed in all areas of the RCS and supplied when the booking is confirmed. The Hirer should ensure that all members of the group are aware of the procedures.

The Hirer is responsible for leaving the premises clean and tidy at the conclusion of the period of hire. The RCS may carry out, at the expense of the Hirer, such cleaning or other works as may be required to restore the premises to a satisfactory condition.

Excepting fair wear and tear, the Hirer shall be liable to the RCS for any damage to premises or to any fittings, equipment, furniture, carpets or other property therein, which occurs during the period of hire. The Hirer must immediately notify Security of any damage or loss on (6324) 3336.

At the end of each session the Hirer is responsible for switching off all lights, turning off appliances such as urns and closing all doors.

8. Zoonoses & Animal Based Hazards

Use of animal body parts for training should be advised in advance (acknowledging that some individuals may have cultural or ethical reasons for not wishing to participate in this aspect of the training). The source for the parts cannot be experimental animals or animals killed specifically for the purpose of clinical training. Universal precautions should be maintained at all times and an agreed clean-up and disposal plan should be discussed with the SLE staff and is the responsibility of those bringing the materials to the Centre. Please refer to the Utas Zoonoses and Animal-Based Hazards Policy www.research.utas.edu.au/animal_ethics/docs/policies/zoonoses.pdf

9. Orientation Process and OH&S

All users of the SLE are required to undertake an Orientation to the Centre before teaching. It will be the responsibility of the clinical teacher to make a time with Clinical Skills Educator (CSE) for this to take place. Users must also be familiar with the SLE User Guide, available online at www.rcs.utas.edu.au or from RCS Reception.

The Hirer must adhere to the SLE occupational health and safety guidelines. The Responsible Officer is responsible for completing an attendance sheet of all participants, as part of Rural Clinical School OH&S requirements.

10. Publicity

The Hirer shall not issue any advance publicity of the use of the premises before receiving written acceptance of the booking by the RCS.

The Hirer shall not make any statement in any advertisement which directly or indirectly applies that the event for which the premises are hired is conducted or promoted by UTAS. The Hirer shall not issue any tickets, posters, advertisements, programs and other literature containing any UTAS logo unless the printer's or other proof thereof has been approved in writing.

The Hirer shall not display any poster or advertisement in any part of the premises or grounds of the RCS without have first obtained written permission

11. Good Order

The Hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired. The Hirer shall comply with any instruction by a University Security Officer or any officer of UTAS relating to the maintenance of good order and compliance with these Terms and Conditions in and around the premises.

12. Disputes

Any disputes between the Hirer and UTAS arising from, or in relation to, any hiring of the premises or from the terms of Conditions of Hire, shall be submitted to arbitration by a person appointed by the Vice Chancellor of the University, and the decision of the arbitrator shall be binding on the Hirer and the University.

13. Room Allocations and Relocation

The RCS reserves the right to relocate a booking to a suitable venue if circumstances demand.

Teaching requirements and official RCS events take precedence over external booking requirements. During teaching semesters, teaching areas are allocated accordingly to the following priority.

1) Medical Students, 2) Nursing Students, 3) Allied Health Students 4) Other health professional groups

14. Teaching in the Centre

All teaching session in the Centre are required to outline Learning Objectives in *Section B* as above. Teachers are required to negotiate requirements for teaching sessions with the Clinical Skills Educator prior to the event to ensure resources are available.

15. Use of Equipment

All equipment is to be cleaned as per procedure manual and packed away accordingly following usage. Damage to equipment must be reported to the Clinical Skills Educator or Centre Staff immediately.

16. Videotaping

Videotaping must follow UTAS policy and include clearly stated learning objectives, preparation of role players, debriefing and maintenance of confidentiality. All participants and teachers are required to complete the relevant forms relating to confidentiality and integrity of teaching purposes. All videotaped information will be kept secure in the SLE through the Video Debrief system. Access to this information will require a request to the RCS Executive Officer in writing.

17. Code of Conduct

No food or drink is to be consumed in the SLE. It is recommended that valuables be locked away in a secure area outside the Centre. The use of mobile phones is prohibited, unless in the case of an emergency.