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Rural Clinical School

Simulated Learning Environments (SLEs)

Burnie / Mersey campuses

User Guide

Version 8.0

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.

University of Tasmania Rural Clinical School

Updated: December 2020



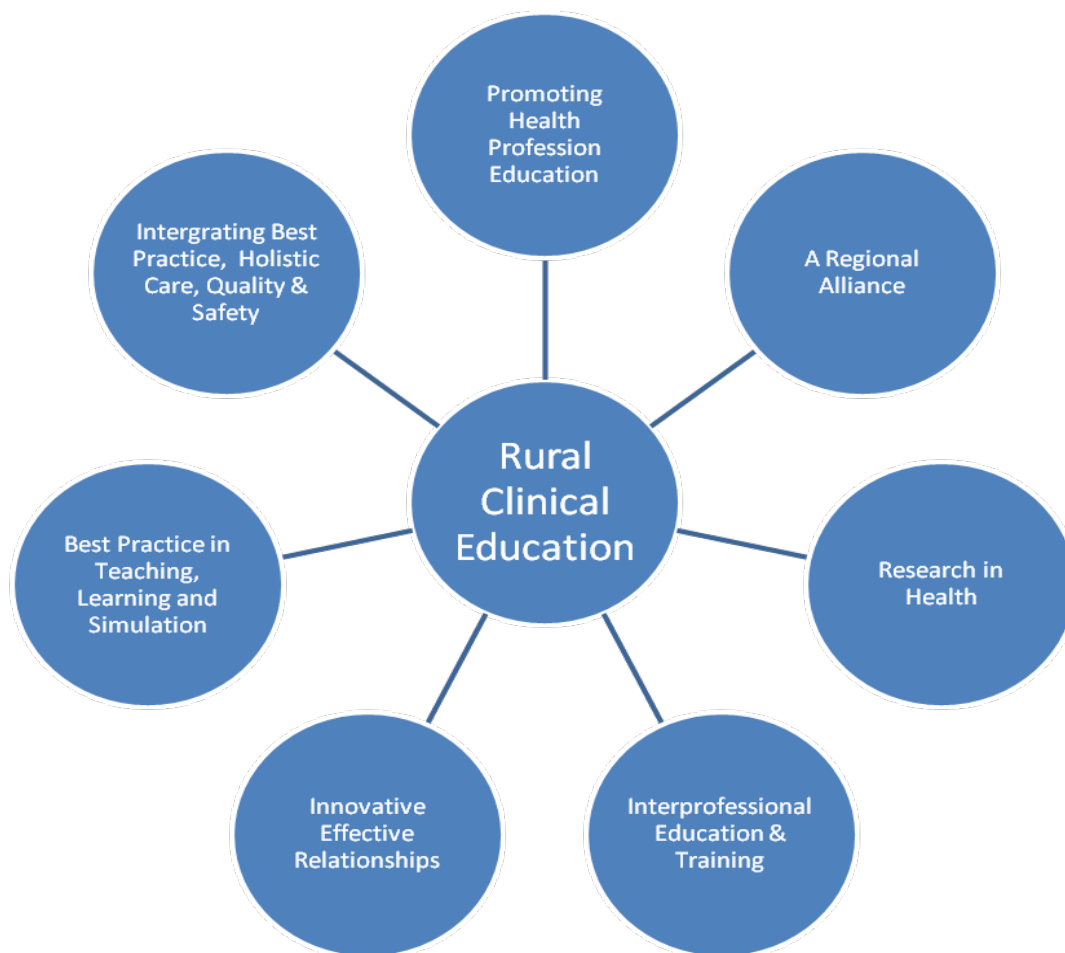
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About the Simulated Learning Environments (SLEs)

The Rural Clinical School's (RCS) Simulated Learning Environments (SLEs) at both Burnie North West Regional Hospital and the Mersey Community Hospital campuses 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 Philosophy:



Aims of the SLEs:

- 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; and
- Promote practice in teaching and learning in simulation.

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

Skills and Simulations Staff List

For general enquiries please call: 03 6430 4550, or email:
rcs.simulation@utas.edu.au

Luanne Steven: Clinical Medical Educator

luanne.steven@utas.edu.au

03 6430 1608

Dr Nick Towle: Medical Educator

nick.towle@utas.edu.au

03 6430 1631

Stacey Geard: Administration Officer – SLE

stacey.geard@utas.edu.au

03 6430 4519

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 by clicking here: [Rural Clinical School Online Room Booking Request Form](#). Please contact the SLE Team if you would like any additional information by email: rcs.simulation@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:

- Year 4 and Year 5 MBBS Medical students
- Medical practitioners
- Nursing students
- Postgraduate nurses
- Allied health professionals; and
- Paramedics and First Responder Teams

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:

- 3G SimMan
- ALS manikins
- BLS manikins
- IV arms and epidermis pads
- Training Defibrillators/ECG monitor
- Male/female catheterisation models
- Resusci Anne CPRD Skills trainers
- 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 pad 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 Rural Clinical School's website using the [Online Booking Form](#) at [RCS Online Room Booking Form](#)

If you require any additional information about our facilities and/or equipment, please contact the SLE Team if you would like any additional information by email: rcs.simulation@utas.edu.au or by phone: (03) 6430 4550.

Confirmation of the booking will be made once the SLE staff have reviewed the submitted online booking form which includes details relating to the sessions being taught, 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 during business hours.

Burnie Campus: *North West Regional Hospitals Campus*

Consists of several practical training areas:

1. **The High-Fidelity Rooms** – these areas house interactive paediatric and adult human patient simulators, with an adjacent control rooms from which simulators are

operated. These areas can only be booked by external users following consultation with SLE staff. RCS staff must be available to assist with training requested to be undertaken in these areas.

- 2. Skills Training Rooms** - these areas are suitable for small group training of clinical skills, including BLS, ELS & ALS programs. In addition, audio-visual facilities are available making these useful spaces 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.

Latrobe Campus: *Mersey Community Hospital*

Consists of two practical areas:

- 1. Skills Lab 1 & 2** - these areas are designed to simulate clinical practice areas. Skills 1 is equipped with oxygen and suction and three clinical ward beds, referencing a clinical environment. Both areas have existing audio visual equipment that may be utilised and are suitable for small group training of clinical skills, including BLS, ELS & ALS programs. 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.

Please contact SLE staff for equipment requirements and instruction on use.

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 Centre

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. Consumable resources will need to be provided by user groups.

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.

Use of Equipment

All equipment is to be appropriately cleaned as per the in-room cleaning COVID procedures following use and packed away accordingly. Further guidelines are provided in the 'Equipment Cleaning Instructions' folder located within the SLE Office.

Damage to equipment must be reported to SLE Staff immediately.

Consumables

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

Access/Entry to RCS Burnie

It is a UTAS requirement that anyone entering the Rural Clinical School MUST have their temperature checked. All staff and visitors must attend the automatic temperature check/screening station on the ground floor near reception. Access can be gained by individual swipe card, or if given access by another person, record their presence on site via a paper register located at each entrance to the building. (date, name, contact phone number is required) This is a requirement for 'track and trace', in the event of an outbreak of COVID-19. Please also collect a screening sticker/dot located next to this register to wear, so that it is easy to identify that you have been through the screening process.

Videotaping and Photography

Videotaping and photography 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 *Media Release Forms* relating to confidentiality and integrity of teaching process.

Infection Control & WH&S

Users of the Centres should be familiar with the North West Regional Hospital (NWRH) Infection and Prevention Control Manual.

Any injury occurring in the SLE's needs to be reported immediately to the Responsible Office, nominated by the hirer (please refer to T&C's – Responsible Officer).

This will ensure appropriate processes will be followed according to the UTAS WH&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. Closed in footwear should be worn at all times in the SLE's. The use of mobile phones should be switched off unless required for emergency contact.

Teaching and Learning Resources

There are several 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 online. Internal users may refer to the Teaching and Learning Resources for Clinicians on the RCS L: Drive.

The Flow Chart (Process for Developing Skills Sessions) on page 10 can be used to assist with organising the administrative requirements of teaching sessions in the SLE's.

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



Checklist for Developing a Skills Session

RCS Simulated Learning Environments (SLE's)

1 Planning the Skills Session (minimum 2 weeks prior to 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, clearing and clean up of teaching space?

2 Booking the Centre (minimum 2 weeks prior to session)	
Access the SLE Online Booking Form	Bookings for the SLE are to be completed using the RCS Online Booking Form: RCS Online Room Booking Form
Complete relevant information	The booking form must have ALL fields completed, which includes facilitator details, title of session, number of attendees etc.
Submit the SLE Online Booking Form	Submit the booking request. The booking is then sent to RCS Room Booking Team.
Booking Confirmation	You will receive confirmation of your booking via email with relevant information to assist with your session

3 Orientation to the SLE's (minimum 1 week prior to session)	
Visit the RCS SLE's	Contact SLE Staff to make a time to visit the Centre for an official SLE Orientation (if not already completed). The orientation will be delivered by one of the SLE staff members, and usually takes approximately 15 minutes.
Receive SLE User Guide	You will receive a copy of the <i>SLE User Guide</i> at the start of your Orientation, but it is also available on the RCS website: http://www.utas.edu.au/_data/assets/pdf_file/0004/974614/2017-SLE-User-Guide-v6.0.pdf The guide outlines the SLE's Philosophy, Aims, Equipment and Facilities available, Policies and Procedures, and other relevant information.
Assistance with session	Please contact the SLE staff if you require assistance with set up, delivery, clearing and clean-up of your session, or to practice your session. SLE staff MUST be booked in advance to assist with your session.
Prior Learning	Inform your students and/or participants of any pre-reading or other preparation required to attend the session.

4 Delivering the Session (on day of scheduled session)	
Preparation of the Centre	Ensure the SLE and Equipment are ready for both participants and facilitators on arrival.
Readiness of Participants	Participants should be clear about the session learning objectives and roles they are to play.
Participant Attendance List	Ensure all participants and facilitators have signed into the attendance list.
Participant Release Forms	Ensure that all release forms have been signed prior to starting the session if required.
Conclusion of the Session	The SLE's are to be left clean and tidy with consumables disposed of appropriately, and all equipment returned to original storage spaces, unless previously negotiation.

Appendix 2 - SLE Terms and Conditions of Hire

<http://www.utas.edu.au/rural-clinical-school/about-the-rcs/facilities/skills-centres/tabs/conditions-and-terms-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 (RCS) 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 RCS rooms and facilities. However, a fee may be applied if rooms are not left in an "as found" condition.

4. Cancellations

The RCS 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. Bookings made in advance of one semesters worth of time are tentative only and may be cancelled at any time by the RCS.

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 (03) 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 Simulated Learning Environment (SLE) staff and is the responsibility of those bringing the materials to the SLE. Please refer to the [UTAS Infection Control Procedure](#)

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 SLE staff for this to take place. Users must also be familiar with the SLE User Guide. The Hirer must adhere to the SLE workplace health and safety guidelines. The Responsible Officer is responsible for completing an attendance sheet of all participants, as part of RCS WH&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 SLE Staff immediately.

Appendix 3 – Zoonosis Procedure



UTAS Rural Clinical School SLE Zoonosis Procedure

1

All animal parts used for teaching within the SLE's must be obtained from a regulated butcher & not be slaughtered solely for the training purpose. Human parts must have the appropriate authorisations to be used.

2

SLE 'wet' rooms are to be booked when using animal/human parts for training. These rooms are Consult 1, Consult 2 and Skills C in Burnie, and SLE 1 in Mersey.

3

Participants are required to wear protective clothing when working with animal/human parts including, gloves, apron & goggles. The SLE 'hirer' is responsible for the supply of consumables.

4

The SLE 'hirer' is responsible for the supply & appropriate disposal of animal/human parts & consumables at completion of session. This includes cleaning of any equipment used.

5

Animal parts only & consumables can be disposed of in the hospital kitchen 'foods' bins. If unsure of location please check with SLE staff.

6

Please ensure Green Plastic Sheet placed under working areas prior setting up working space (ask SLE staff of whereabouts).

7

All bench tops, trolleys and working spaces are to be cleaned on completion of session with antibacterial wipes