

SECTION 17: EXTERNAL USE OF SIMULATION CENTER

Purpose: This policy provides a clear framework for external use of the CCGA Simulation Center, ensuring alignment with best practices, operational readiness, and resource preservation. It outlines procedures and expectations for other departments and external agencies utilizing simulation space, equipment, and/or support services.

Scope: This policy applies to all individuals and organizations outside of the ASN, BSN, or Radiologic Science programs, including other CCGA departments and non-CCGA entities requesting use of the Simulation Center's resources.

Prioritization of Use:

Requests are prioritized as follows:

1. Established ASN, BSN, or Radiologic Science simulations
2. New ASN, BSN, or Radiologic Science simulations
3. SONHS faculty research projects (with approval)
4. SONHS faculty/staff development sessions
5. Certification training (BLS/ACLS/PALS/NRP) or other courses presented by SONHS faculty/staff
6. Other CCGA departments/programming
7. External agencies that have signed rental agreements and paid associated fees
8. Outside agencies requesting space without a signed rental agreement or payment

Orientation and Compliance:

External users should receive a copy of the Simulation Center Manual prior to access. External users acknowledge responsibility for safety, professionalism, and compliance with the guidelines found within the CCGA Simulation Center Manual and are responsible for ensuring the same with any parties brought to the Simulation Center for simulations, labs, trainings, and other activities. A designated representative should review and sign the *College of Coastal Georgia Simulation Center External User Agreement Form*. External users wishing to utilize manikins and other equipment will need to be oriented prior to use.

Scheduling Requirements:

External users must submit proposed schedules by the following deadlines using the *Simulation Center Comprehensive Use Request Form*:

- Fall Semester – July 1
- Spring Semester – November 1
- Summer Session- April 1

Submission does not guarantee approval. The schedule is not confirmed until the Simulation Specialist provides written confirmation after approval for external agency activities has been obtained from the Simulation Specialist and Dean or Assistant Dean. Requests may be considered after the deadline pending availability of space and resources. Cancellations must be promptly communicated via simulation@ccga.edu.

Insurance and liability/MOU documentation: All external agencies must provide a certificate of liability insurance prior to simulation center use. Insurance must be adequate to cover equipment damage, participant injury, or facility use risks.

Please note that minors are not allowed in CCGA Simulation or Lab spaces without permission of the Dean.

Fees and Charges:

External agencies or users may be charged for:

- Space usage
- Equipment/manikin/task trainer/supply use
- Simulation personnel support
- Technology (AV recording, manikin programming, etc.)

All rental, support, and equipment use fees are determined by the Dean of the School of Nursing and Health Sciences in collaboration with the CCGA Business Office. Formal quotes are provided following review of the completed Simulation Center Request Form.

Liability for Damages:

External users, including agencies and individuals, may be held financially responsible for any damage to equipment, manikins, task trainers, furniture, simulation supplies, or simulation/lab space that occurs during their use of the CCGA Simulation Center. External agencies are responsible for any individuals brought into the center including their own staff, students, or employees. This includes but is not limited to both intentional and unintentional damage resulting from:

- Improper use or mishandling of equipment
- Failure to follow established procedures for use and care
- Use by untrained or unauthorized individuals
- Neglecting to follow CCGA Simulation Center staff or personnel instructions

The CCGA Simulation Center reserves the right to invoice external agencies and/or users for the cost of repairs or full replacement of any damaged items. Continued access to the Simulation center may be suspended pending resolution of any such incidents.

Indemnification:

External users agree to indemnify, defend, and hold harmless the College of Coastal Georgia, its trustees, officers, employees, and agents from and against any claims, liabilities, losses, damages, or expenses—including attorney's fees—arising out of their use of the Simulation Center, including but not limited to personal injury, property damage, or violations of policy by participants or staff affiliated with the external user.

Facility Use Expectations:

External users are responsible for:

- Conducting their own simulation or lab sessions unless a specific request is made for Simulation Specialist, Simulation Faculty Facilitators, or Clinical Laboratory Assistant support. Any request will be evaluated by the Assistant Dean and/or Dean, considering workload.
- Set up, clean-up and equipment shutdown including:
 - Turning off manikins, monitors, equipment, and AV technology appropriately
 - Cleaning manikins and draining fluids
 - Disposing of trash, sharps, and linens
 - Returning equipment and simulation paperwork
- Preserving reusable materials and notifying staff of depleted or broken items
- Not removing retained simulation materials or equipment from the premises

Reporting Equipment Damage:

All damage must be reported using the *Equipment Repair* Form within 24 hours to Simulation@ccga.edu. Tag equipment as broken and place it in the designated equipment room. The Clinical Laboratory Assistant will inspect, repair, or coordinate further servicing.

Use and Reuse of Materials:

External users should comply with CCGA standards for the use and reuse of materials:

- Items intended for reuse (IV bags, IV tubing, syringes, NG tubes) must be emptied and placed in designated drying areas.
- Items intended for single use (IV catheters, wound care dressings, wet gauze, gloves) should be properly disposed of immediately after use.
- Certain reusable items (Foley kits, dressing kits) will be collected for cleaning and repackaging

Research Requirements:

Research must be pre-approved by CCGA IRB. Submit a *Simulation Center Comprehensive Use Request Form* at least 6 months before implementation. IRB approval and consent documentation must be submitted prior to research. Research may not interfere with instructional simulations and must follow simulation and IRB protocols.

Restrictions:

- No food or drinks are allowed in the simulation rooms or lab spaces
- Closed-toe shoes must be worn in the lab and simulation areas
- Manikins and equipment may not be removed from the simulation center without explicit approval from the Simulation Specialist and Assistant Dean or Dean
- Use of simulation scenarios developed and owned by the SONHS must be approved and credited appropriately

Confidentiality:

- Recording or photographing of CCGA students is prohibited without written consent
- CCGA simulation scenario and student materials are confidential and must not be copied or distributed

Violations and Consequences:

Violations of this policy, including failure to clean up, damage to equipment, or breach of protocol, may result in loss of simulation privileges, billing for damages, and denial of future requests.

College of Coastal Georgia Simulation Center External User Agreement Form

This agreement outlines the responsibilities of external users of the College of Coastal Georgia (CCGA) Simulation Center. All individuals, departments, or organizations requesting to use the Simulation Center must complete this agreement and comply with all applicable policies.

Organization/Agency Name: _____

Authorized Representative Name: _____

Contact Email: _____ Phone: _____

Date(s) of Requested Use: _____

Acknowledgement of Policies and Responsibilities

By signing this agreement, the undersigned confirms that they have received and reviewed the CCGA Simulation Center User Guide, including the guidelines related to External Use of the Simulation Center. They understand and agree to abide by all operational, safety, scheduling, liability, and facility use policies outlined therein.

The authorized representative accepts full responsibility for ensuring that all participants, staff, or guests associated with their group comply with these policies during their use of the Simulation Center. They also acknowledge that any damage to equipment, supplies, or facilities—whether intentional or unintentional—may result in financial liability and loss of access privileges.

Please indicate if any of the following are requested (subject to approval and possible fees):

- ☐ Use of simulation center personnel (Simulation Specialist, Lab Assistant, or Faculty Facilitator)
- ☐ Use of audiovisual or manikin programming support
- ☐ Conducting research (requires IRB approval and Simulation Research Request Form)

Authorized Representative Signature: _____ Date: _____

Simulation Specialist Signature: _____ Date: _____

Equipment Repair Form

College of Coastal Georgia Simulation Center

Equipment Repair Form

This form is to be completed whenever simulation or lab equipment is found to be damaged, malfunctioning, or in need of maintenance. Tag the equipment clearly as 'Out of Order' and place it in the designated equipment storage area. If the item is too large to move, indicate this in the description. Submit this form by emailing or scanning it to Simulation@ccga.edu.

Requestor Name: _____

Department/Course: _____

Date of Request: _____

Equipment Name/Type: _____

Asset or Inventory ID (if applicable): _____

Detailed Description of Issue or Concern:

For Simulation Center Use Only

Date Received: _____

Equipment Status: ☐ Repaired ☐ Not Repairable ☐ Pending Parts

If not repairable, was the vendor/manufacturer contacted? ☐ Yes ☐ No

Date Contacted: _____

Name of Contact/Company: _____

Actions Taken:
