

**Policy Name:** Clinical Simulation & Learning Center Equipment Use & Storage  
**Policy Number:** ADM 8.02  
**Title of Policy Owner:** Dean of CLSC  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 08/01/24  
**Version:** 1.1  
**Policy Status:** Approved

**I. Policy**

Clinical Simulation & Learning Center Equipment Use & Storage

**II. Purpose**

The Clinical Simulation & Learning Center (CSLC) will provide equipment and supplies to all participants in CSLC activities to best simulate actual clinical conditions.

**III. Scope**

All participants in CSLC activities

**IV. Definitions**

None

**V. Policy Details**

Secure location(s) will be provided for the storage of simulation equipment and supplies. The location(s) will be in a temperature-controlled environment to preserve longevity. Equipment and supplies stored in these locations will be appropriately stored per manufacturer guidelines and meet regulatory compliance with regard to storage safety. All Clinical Simulation & Learning Center (CSLC) personnel shall have access to the location(s) and may grant Health system educators and faculty access on a per case basis

Equipment may be checked out for use outside of the CSLC by following the approved equipment request process. Participants must sign out equipment and return in the timeframe agreed upon.

Students should follow the equipment procedure below:

1. Students are not to practice on the electronic-equipped manikins without the assistance of the CSLC personnel.

2. Report malfunctioning or broken equipment (e.g., IV pumps, feeding pumps, models, manikins, or monitors) to CSLC personnel promptly so that it can be repaired or replaced.
3. To maintain fully charged batteries, keep all electronic equipment and monitors plugged into an electrical outlet at all times.
4. Students and faculty must obtain CSLC personnel approval to check out equipment for practice or community service.
5. Below is a list of equipment that may be checked out from the CSLC for a limited time period:
  - Blood pressure cuff
  - Stethoscope, including teaching stethoscope
  - Scales
  - Reflex hammer/tuning fork
  - Denver II kits
  - Glo-germ lotion or powder, travel light, and children’s hand washing video
  - Other equipment as designated by clinical instructors.

**VI. Attachments**

None

**VII. Related Policies**

ADM 8.05 Clinical Simulation & Learning Center Equipment Maintenance

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Richmond Higher Education Institutes (RHEI) and any party. RHEI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	11/13/2019	Revision	Dean, CSLC
1.0	2/24/2021	Reviewed/approved	Dean, CSLC
1.1	2/26/2024	New Template	Dean, CSLC

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