

Welcome to The STAR Center at WPAHS. Before beginning your learning experience, be reminded that STAR replicates a simulated clinical unit, therefore, all policies and procedures followed in the hospital setting must be implemented in The STAR Center. Pay particular attention to the following:

- Hospital protocol when practicing and performing all procedures; including Safe Patient Handling procedures.
- Handle all simulators with care as you would your patients; the simulators can be easily damaged.
- When your clinical experience is complete, please make sure your working area(s) is clean and free of all used supplies.
- **Every instructor, at the completion of their teaching session, MUST check all simulators and/or task trainers they used for proper functionality. If any damage is found, immediately report it to the Simulation Specialists. Your department will be responsible for any expenses to repair the damage.**
- Standard Universal Precautions and Safety Measures – wear masks, gloves and gowns when appropriate.
- Proper hand washing technique.
- Properly dispose of all linens and used products as per hospital policy.
- Proper dress code for your hospital clinical experience (lab coats or scrubs) with appropriate hospital identification.
- Come prepared with the necessary supplies as you would for a hospital experience: stethoscope, pen light, surgical scissors, etc.
- Provide participants with the necessary documentation forms needed for your clinical experience.
- No loitering in STAR clinical hallways. Please bring only what is needed for your STAR clinical experience.
- Practice all service excellence initiatives while at STAR.
- When attending classes in STAR please act in a professional manner as you would on the clinical unit.

STAR Regulations:

- 1) Hours of operation: Monday - Friday, 8:00am – 4:30pm. Accommodations can be made to modify these hours for courses that need to run on off hours or weekends.
- 2) **No Food or Drink in any Simulation Area.**
- 3) All instructors and participants must have a brief orientation to the simulators/task trainers, including a review of their capabilities, prior to STAR clinical experience. The STAR Team will be available to assist.
- 4) No writing utensils near the simulators or task trainers; gloves **MUST** be worn at all times when in contact with any simulator or task trainer.
- 5) No person is to use simulation equipment without qualified personnel available. A Simulation Specialist will be made available for any course that requires one. Any portable simulation session must include a Simulation Specialist to ensure the safety and correct use of the equipment.
- 6) All courses must be approved before being scheduled. Follow the steps for requesting course approval which can be found on our website under Course Documents. Course requests must be submitted to simulation@wpahs.org for review and approval **at least one week in advance** to allow for appropriate preparation of courses.
- 7) The STAR Simulation Team is to be considered guides for each course. Course Facilitators and Instructors are solely responsible for teaching the materials in each course as well as Co-Investigators in any research project involving STAR.
- 8) Any props or equipment required for the course are the responsibility of the Course Facilitator and/or Instructor. The equipment must be set up one day prior to the start of the course. After the completion of the course, equipment must be properly cleaned. **Each department is responsible to order and have delivered any necessary supplies to the STAR Center at least one day prior to their course.**
- 9) All tours must be scheduled at least one week in advance. Tours that conflict with scheduled course times will be limited to non-course areas of the simulation center unless Course Facilitator gives approval for tour to pass through. No tour is to disrupt the learning of our participants. No tour will be allowed to view areas where confidential simulations (competencies, evaluations, etc.) are being held.