



HERZING[®]
UNIVERSITY

SCHOOL of
NURSING

Creation:
1/1/2025
Review Date:

Simulation Center Code of Conduct

Next Review:

Contact
Person:
Director

SCOPE

The Code of Conduct Policy applies to administrators, faculty, staff, students, and community members who utilize or participate in activities within any Herzing University Nursing Simulation Center or any simulation activities sponsored by the Herzing University Nursing Simulation Center.

POLICY

The Herzing University Nursing Simulation Center is designed to replicate real healthcare and clinical settings. To foster a professional and effective learning environment, all learners, faculty, and staff must adhere to conduct expectations similar to those in actual healthcare environments. The Code of Conduct is outlined in the attached Table of Expectations. Compliance will be actively monitored by simulation center staff and faculty.

Category	Learners	Faculty	Simulation Staff
Attire	Approved clinical uniform, closed-toe shoes, and other equipment required for clinical courses, such as a stethoscope, penlight, etc.	Business casual or clinical attire.	Business casual or clinical attire.
Identification	Herzing University ID badge must be worn at all times.	Herzing University ID badge must be worn at all times.	Herzing University ID badge must be worn at all times.
Food/Beverage	No food or drinks are allowed in simulation areas. Sealed water bottles are permitted in designated areas only.	No food or drinks are allowed in simulation areas. Sealed water bottles are permitted in designated areas only.	No food or drinks are allowed in simulation areas. Sealed water bottles are permitted in designated areas only.
Electronic Devices	Devices must be silenced. Personal calls, texts, or non-educational browsing are prohibited during sessions.	Devices may only be used for instructional purposes.	Devices may only be used for instructional purposes.
Behavior	Confidentiality of simulation scenarios is mandatory. Respect peers, faculty, staff, equipment, and manikins.	Confidentiality of simulation scenarios is mandatory. Respect peers, faculty, staff, equipment, and manikins.	Confidentiality of simulation scenarios is mandatory. Respect peers, faculty, staff, equipment, and manikins.



Simulation Center Confidentiality

SCOPE

The Confidentiality Policy applies to administrators, faculty, staff, students, and community members who utilize or participate in activities within any Herzing University Nursing Simulation Center or any simulation activities sponsored by the Herzing University Nursing Simulation Center.

POLICY

The Herzing University Nursing Simulation Center is designed to replicate real healthcare and clinical settings. To foster a professional and effective learning environment, all learners, faculty, and staff must adhere to confidentiality expectations. Before participating in any simulation learning activity, all Herzing University Nursing Simulation Center users, regardless of their role, must review and sign a Confidentiality Agreement.

The course faculty will consult with the Simulation Center Director if a participant refuses to sign the required agreements. Accommodations may be provided when feasible, or the participant may be excused from the activity. Any breach of confidentiality, whether intentional or unintentional, may result in disciplinary action. This includes but is not limited to, academic consequences for students, professional consequences for faculty or staff, and potential legal ramifications.

- Confidentiality Agreement (Appendix A)
- Observer Confidentiality Agreement, if applicable (Appendix B)
- Permission for Audio, Video, or Digital Recording of Simulation Activities Agreement, if applicable (Appendix C)
- Agreement and Release for Use of Audio/Video Recording for Educational Purposes, if applicable (Appendix D)



Simulation Center Data Retention

SCOPE

The Data Retention Policy applies to administrators, faculty, staff, students, and external partners who interact with, access, or generate data through activities within the Herzing University Nursing Simulation Center.

POLICY

The Data Retention Policy aims to establish guidelines for the retention, storage, access, and disposal of data generated through simulation activities conducted at the Herzing University Nursing Simulation Center. This includes audiovisual recordings, documentation, learner assessments, and other related materials. Data may be stored electronically or via written mediums.

Types of Data Collected

1. Simulation Data
 - Audiovisual recordings of simulation sessions
 - Simulation logs and scenario files
 - Learner performance evaluations and feedback
2. Administrative Data
 - Scheduling records
 - Participant attendance logs
 - Documentation related to simulation planning and debriefing
3. Assessment Data
 - Learner assessment results and grades
 - Surveys and feedback forms

Data Storage and Security

1. Storage Locations
 - Data will be stored on secure university servers, protected by encryption and access control measures.
 - Physical copies, if any, will be stored in locked, restricted-access areas within the Simulation Center.
2. Access Control
 - Access to data is limited to authorized faculty, staff, and administrators.
 - External parties may only access data with prior approval from the Simulation Center Director.
3. Data Backup
 - All digital data will be regularly backed up according to Herzing University's IT policies to ensure data integrity and recovery.

Data Retention

1. Audiovisual recordings
 - Retained for up to 6 months unless needed for specific educational, research, or accreditation purposes. Longer retention requires participant consent.
2. Learner assessments
 - Retained for 2 years.
3. Simulation logs/scenario files
 - Retained for 3 years for scenario reuse, refinement, and accreditation evidence.
4. Attendance records
 - Retained for 2 years to support academic and compliance reporting.
5. Surveys and feedback forms
 - Retained for 2 years to improve simulation activities and reporting purposes.

Data Disposal

1. Digital Data
 - At the end of the retention period, digital data will be securely deleted using university-approved methods to ensure it cannot be recovered.

2. Physical Data

- Physical records will be shredded or otherwise destroyed in a manner that ensures confidentiality.

3. Audiovisual Data

- Recordings will be deleted from all storage systems once the retention period has expired unless written permission for extended use has been obtained from the Simulation Center Director.

This policy aligns with applicable federal, state, and accreditation regulations, including FERPA, HIPAA, and university guidelines. Any suspected data retention or security breach must be reported immediately to the Simulation Center Director and Herzing University's Data Protection Officer.



Simulation Center Physical Safety

SCOPE

The Physical Safety Policy applies to administrators, faculty, staff, students, and visitors utilizing the Herzing University Nursing Simulation Center or any simulation activities sponsored by the Herzing University Nursing Simulation Center.

POLICY

The Physical Safety Policy aims to ensure all users' physical safety within the Herzing University Nursing Simulation Center.

Security and Access

- Access is restricted to authorized faculty, staff, students, and visitors.
- Visitors and students may enter only when accompanied by faculty or simulation staff.
- All participants must wear a visible Herzing University ID badge.

General Safety

- All equipment, supplies, and medications are for simulation use only, not for human or animal consumption or use.
- Real medications, live sharps, and hazardous chemicals are not permitted.
- Only simulated or unused sharps may be handled, following proper clinical protocols.
- No recapping of needles, except for training using the one-handed scoop method.

Orientation and Training

- All Simulation Center users must be oriented to the simulation center by authorized personnel before participating in simulation activities.

Infection Control

- Simulations involving invasive procedures on live subjects are prohibited.
- Equipment is cleaned and disinfected per manufacturer guidelines after every use.
- During infectious disease outbreaks, activities will adhere to university and public health guidelines, with modifications such as online simulations or protective measures as required.

Emergencies

- Simulation staff are not authorized to provide first aid.
- Individuals requiring care will be directed to their primary provider or 911.
- Call 911 for life-threatening situations. Follow Herzing University policy to notify campus security.
- The Simulation Center will follow Herzing University-wide policies related to inclement weather, fire, security emergencies, etc.

Safety Timeout

- Every Simulation Center user is responsible for maintaining a safe environment.
- Any simulation participant may call a safety timeout at any time for any reason.



Simulation Center Psychological Safety

Next Review:

Contact
Person:
Director

SCOPE

The Psychological Safety Policy applies to administrators, faculty, staff, students, and visitors utilizing the Herzing University Nursing Simulation Center or any simulation activities sponsored by the Herzing University Nursing Simulation Center.

POLICY

The Psychological Safety Policy ensures all users' physical safety within the Herzing University Nursing Simulation Center. Simulation is an immersive teaching and learning method that provides learners with hands-on clinical experiences through structured, guided scenarios designed for high levels of interaction and realism. These activities may include role-playing, video recording of performances, debriefing sessions, manikins, and live actors.

Effective simulation engages learners, staff, facilitators, and actors on physical, social, and emotional levels, which can sometimes lead to stress or anxiety. Participants take psychological risks by allowing their performance to be observed, recorded, and analyzed by peers and faculty. Additionally, specific scenarios may trigger emotional responses for all participants (learners, staff, facilitators, standardized participants, and observers), especially those who have personally experienced situations similar to those of patients or family members.

Orientation and Training

- All users of the Simulation Center are required to complete an orientation before participating in simulation activities.
- Facilitators must complete training in psychological safety and debriefing techniques to ensure consistent support.
- All learners must be oriented to the psychological safety policy and informed of what to do in the event of emotional distress or the perception of a psychologically unsafe environment.

During Prebriefing and Simulation Activities

- Facilitators should monitor participants for signs of emotional distress before, during, and after simulation activities.
- Create a psychologically safe environment by fostering trust, confidentiality, and respect among participants.
- Facilitators are required to follow the prebriefing checklist and script.

Debriefing Process

- Allow participants to release emotions during debriefing, ensuring a supportive and respectful environment remains.
- Acknowledge and validate participants' feelings while maintaining focus on learning objectives.

Support for Difficult Scenarios

- Offer individual follow-up sessions for learners, faculty, staff, or standardized participants who may need additional support after emotionally challenging scenarios.
- When planning or running emotionally charged scenarios, include behavioral health or psychiatric resources to assist in the debriefing process.
- If an unanticipated need arises, facilitators should immediately attempt to reduce or diffuse the emotional distress. Participants may be moved to an observational role or removed entirely from the simulation.
- Depending on the nature of the concern, facilitators or participants may access Herzing University Student Services for academic and emotional support or Herzing University Counseling Services for personal, group, or crisis counseling.
- Facilitators should provide referrals as needed and report concerns to the Simulation Director.



Simulation Center Prioritization of Use

SCOPE

The Prioritization of Use Policy applies to administrators, faculty, staff, students, and community members utilizing the Herzing University Nursing Simulation Center or any simulation activities sponsored by the Herzing University Nursing Simulation Center. The Prioritization of Use Policy includes the use of simulation space, simulation equipment, and simulation personnel.

POLICY

The Herzing University Nursing Simulation Center provides a state-of-the-art learning facility for Herzing University students. All users must follow established scheduling procedures unless the Simulation Director approves an exception. The Simulation Director holds final authority for scheduling decisions and resolving disputes, guided by a defined list of priorities.

Scheduling

The Center operates Monday through Friday, from 0800 to 1700. Requests to use the Center outside of regular hours (evenings and weekends) will be reviewed and approved based on space availability, equipment availability, instructional resource availability, staff availability, and justification that the learning activity requires the Simulation Center's unique resources.

Planned simulation session cancellations due to low enrollment or resource limitations may occur at the discretion of the Simulation Director.

Unforeseen cancellations due to weather, security issues, equipment failures, etc., will be communicated to faculty promptly. Faculty must notify participants following the university's designated procedure.

Prioritization of Requests

Requests to use the Simulation Center will be prioritized as follows based on available resources:

1. Herzing University activities aligned with the Simulation Center's mission, vision, and strategic goals.
2. Approved nursing courses utilizing simulation for state-board-mandated clinical hours, including interprofessional education (IPE) activities.
3. Approved nursing courses utilizing simulation outside of state-board-mandated clinical hours.
4. University special events approved by the Director.
5. Pre-approved agreements with key external partners.



Simulation Center Separation of Patient Care Materials

Next Review:

Contact
Person:
Director

SCOPE

The Separation of Patient Care Materials Policy applies to administrators, faculty, staff, students, and community members utilizing the Herzing University Nursing Simulation Center or any simulation activities sponsored by the Herzing University Nursing Simulation Center.

POLICY

- All clinical equipment and supplies within the Herzing University Nursing Simulation Center are for educational use only and should not be used on live patients or animals.
- All simulation participants must be introduced to the Separation of Patient Care Materials Policy during orientation.
- Proper labeling and maintenance of supplies and equipment are required for safe use and handling.
- While the packaging and labeling of simulated medications may replicate a similar clinical appearance of actual medicines, all medications are for educational use only and should not be used on live patients or animals.
- The Center does not accept donations of actual medications.
- All simulation participants must empty their pockets before leaving the Center to mitigate the risk of using supplies or simulated medications on live patients or animals.
- Herzing University does not conduct in situ simulation.



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Simulation Center Equipment Storage and Maintenance

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SCOPE

The Equipment Storage and Maintenance Policy applies to administrators, faculty, staff, students, and visitors utilizing the Herzing University Nursing Simulation Center or any simulation activities sponsored by the Herzing University Nursing Simulation Center.

POLICY

The Equipment Storage and Maintenance Policy governs access, storage, maintenance, and care of all simulation-related supplies, equipment, and resources. The Equipment Storage and Maintenance Policy aims to ensure the safe and effective management of simulation resources.

Storage

Center equipment is stored according to OSHA regulations. Simulation personnel and faculty may access the equipment if not used during a simulation activity. Learners may access the equipment only during scheduled simulation activities. All equipment should be returned to its storage location after all simulation activities.

Maintenance

Appropriate equipment maintenance, repair, and service must be completed to ensure the longevity of the equipment and the upkeep of all vendor warranties. Simulation personnel are responsible for providing and facilitating all cleaning, maintenance, repairs, and warranty work on the

equipment in the Center. Specific maintenance instructions regarding acceptable cleaning agents, assembly, disassembly, etc., may be found in the equipment-specific user guides on the equipment manufacturer's websites.

Preventive Maintenance Schedule

After Each Use

- Power off manikins, computers, wall monitors, and other equipment used in the simulation session.
- Drain/refill all fluids as needed.
- Assess all equipment for damage, leaks, part replacements, and cleanliness.
- Change dirty or wet linens and clothing.

Biannual

- Wipe down all manikins, wearable equipment, and skills trainers to remove all adhesives, moulage, and markings.
- Once wiped, drained, and dried, store manikins, wearable equipment, and task trainers in designated areas.
- Inspect all disposable parts. Replace as needed.
- Assess for wear and tear that might need significant work or vendor servicing.
- Drain all fluids and flush the tubing system.

Annually

- Preventative maintenance package completed by vendor, if applicable.

As Needed

- Contact the vendor for on-site maintenance and guidance if simulation personnel cannot resolve the equipment issue.

Usage and Re-Usage

Attempts should be made to reuse appropriate simulation supplies. Supplies such as urinary catheters, piston syringes, etc., should be reused. Equipment that is unsafe or unable to be reused should be disposed of in the appropriate receptacle. Unsafe equipment to reuse includes needles, used glass ampules, etc.

Equipment Breakage and Repairs

Any malfunction or damage must be reported to simulation personnel immediately. Repairs and replacements are generally covered by warranty, vendor agreements, or operational funds. Simulation personnel must notify the Simulation Director of significant maintenance and develop contingency plans for items critical to scheduled activities. Equipment requiring off-site repairs must be documented, packed securely, and tracked during shipment.



Simulation Center Video Recording

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The Video Recording Policy applies to administrators, faculty, staff, students, and visitors utilizing the Herzing University Nursing Simulation Center or any simulation activities sponsored by the Herzing University Nursing Simulation Center.

POLICY

The Video Recording Policy aims to ensure the proper use, security, and ethical management of video recordings, respecting privacy while supporting educational goals.

Parameters for Video Recording Use

- Video recordings may be used for the following purposes:
 - Educational review and debriefing
 - Faculty assessment and program improvement
 - Research purposes
 - Accreditation and compliance audits
- Video recordings may not be shared, reproduced, or distributed for non-educational purposes.
- Recordings used in research must undergo additional Institutional Review Board (IRB) approval and participant consent.

Consent for Video Recording

- Before participating in any video recording simulation session, students, faculty, and standardized patients must provide written consent.

- Consent must be obtained using the Permission for Audio, Video, or Digital Recording of Simulation Activities Agreement (Appendix C), which outlines video recordings' purpose, use, and storage for simulation-based learning activities.
- Consent must be obtained using the Agreement and Release for Use of Audio/Video Recording for Educational Purposes (Appendix D) for use outside the simulation session. Examples may include faculty professional development, scholarly dissemination, or marketing and promotion.
- Participants must be able to ask questions and withdraw consent without penalty before recording begins.
- Signed consent forms must be stored securely in the participant's academic record.
- If consent is withdrawn after the recording, the video must be deleted unless it has been anonymized and is essential for quality assurance or program review.

Storage and Backup Procedures

Audio and video recordings are stored, retained, and deleted according to the Herzing University Nursing Simulation Center Data Retention Policy.

Access Levels

- Simulation Director and Personnel: Full access for session review, archiving, and management.
- Faculty Facilitators: Limited access to recordings relevant to their sessions for debriefing and evaluation.
- Students and Participants: Access to their own recordings, when applicable, for educational review under faculty supervision.

Access Requests

- All access requests outside the designated roles must be submitted in writing to the Simulation Director.
- Unauthorized access or dissemination of recordings is strictly prohibited and may result in disciplinary action.

Appendix A

Confidentiality Agreement

Participation in the Herzing University Nursing Simulation Center may involve engagement in simulation scenarios, standardized patient encounters, debriefings, discussions, and other related activities. These activities are intentionally designed to provide a safe, structured, and immersive learning environment where students, faculty, and staff can explore realistic components of patient care. Scenarios may include audio, video, or digital recordings for educational and evaluative purposes. Participants may be directly involved in simulations or serve as active observers.

All activities conducted in the Nursing Simulation Center are strictly confidential. This confidentiality applies to all information: electronic, written, verbal, observed, or overheard. Participants must adhere to the Health Insurance Portability and Accountability Act (HIPAA) and any applicable federal or state laws regarding patient and simulation data protection. Participants must also keep other participants' performance, discussions, and disclosures confidential.

Sharing scenario experiences with individuals outside the Nursing Simulation Center is prohibited and will be treated as academic misconduct subject to disciplinary action. Posting, discussing, recording, reproducing, or disclosing any simulation activity, including video or audio recordings, standardized patient interactions, or debriefing discussions on social media or in any other public forum, is considered a policy violation. Any breach of confidentiality, intentional or otherwise, undermines the integrity of the learning environment and may result in academic, disciplinary, and/or legal consequences.

If a simulation session includes observers not directly involved in simulation activities, the participant group will be informed of their presence before the session. Observers must comply with and sign the Observer Confidentiality Agreement before viewing any activities. I acknowledge that observers may be present during simulation activities in which I participate. I agree to the presence of observers under these conditions.

Violations of this agreement will be addressed per Herzing University's academic and professional standards. Participants are also required to report any observed or suspected breaches of confidentiality immediately to the Simulation Center Director. By signing below, you acknowledge that you have read, understood, and agree to the terms of this Confidentiality Agreement. You further understand that violations of this agreement are strictly prohibited and will result in serious consequences, including removal from the simulation program, academic penalties, and/or legal action.

Print Name: _____

Signature: _____

Date: _____

Appendix B

Observer Confidentiality Agreement

The Herzing University Nursing Simulation Center is committed to advancing simulation-based education and welcomes opportunities to share expertise with visitors who observe the educational, administrative, and technical aspects of simulation learning. If a simulation session includes observers, the participant group will be informed of their presence before the session. Posting, discussing, recording, reproducing, or disclosing any simulation activity, including video or audio recordings, standardized patient interactions, or debriefing discussions on social media or in any other public forum, is strictly forbidden.

Observers must comply with and sign the Observer Confidentiality Agreement before viewing any simulation activities. As an observer, I agree to maintain strict confidentiality regarding all simulation activities and participants I observe. By signing below, I agree that I will comply with the policies outlined in the Observer Confidentiality Agreement and respect the integrity of the Herzing University simulation learning environment.

Print Name: _____

Signature: _____

Date: _____

Appendix C

Permission for Audio, Video, or Digital Recording of Simulation Activities Agreement

Participation in simulation activities at Herzing University is integral to developing knowledge, clinical decision-making, communication, and interpersonal skills necessary for academic and professional success. These activities include but are not limited to, participation in clinical simulation scenarios, simulated patient encounters, practice labs, debriefings, and reflective discussions. By signing this consent form, I grant permission to Herzing University to create digital video/audio recordings or capture digital images of me during my simulation activities. I understand that these recordings and images are the property of Herzing University. Recordings and images will be used during debriefing sessions to facilitate participant reflection on actions, interactions, and clinical decision-making during the simulation.

Recordings and images will be securely stored on Herzing University's IT systems and protected by encryption and restricted access protocols. Recordings will be permanently deleted according to Herzing University Policy and the Simulation Center's Data Retention Policy. Access is limited to authorized Simulation Center faculty, staff, and administrators to support learners and fulfill professional responsibilities.

By signing below, I acknowledge that I have read and understand the purpose and scope of this consent form and agree to the use of video/audio recordings and digital images as described. Participating in simulation is a required component of my educational experience. Still, I retain the right to ask questions or withdraw from video recording by university policy.

Print Name: _____

Signature: _____

Date: _____

Appendix D

Agreement and Release for Use of Audio/Video Recording for Educational Purposes

Herzing University may use video/audio recordings and digital images captured during simulation activities for purposes beyond debriefing, including research, faculty development, scholarly presentations, and educational dissemination. This consent form outlines the guidelines for such use and ensures transparency and respect for participant privacy.

- Recordings may be used for IRB-approved research projects to improve educational methodologies and learner outcomes.
- Recordings may be shared in academic publications, conferences, and professional presentations to disseminate findings.
- Recordings may be utilized in internal faculty training sessions to demonstrate best practices and enhance instructional techniques.
- Recordings may be included in online or in-person educational materials to illustrate case scenarios, provided they are de-identified unless explicit consent is granted.

Any recordings or images used for external purposes will either be anonymized or require explicit additional consent. If recordings are to be used in non-anonymized formats for public-facing materials (e.g., promotional videos and external presentations), separate written consent will be obtained.

Recordings and images will be securely stored on Herzing University's IT systems and protected by encryption and restricted access protocols. Recordings will be permanently deleted according to Herzing University Policy and the Simulation Center's Data Retention Policy. Access is limited to authorized Simulation Center faculty, staff, and administrators to support learners and fulfill professional responsibilities.

By signing below, I acknowledge that I have read and understand the scope of use for recordings described above. I voluntarily grant permission for my participation in simulation activities to be recorded and used for the purposes listed. I understand that I have the right to ask questions and withdraw consent at any time prior to publication and that withdrawal will not affect my academic standing or participation in other activities.

Print Name: _____

Signature: _____

Date: _____