

UFCD Simulation Lab
Policies and Procedure Manual

Created: January 2011

Revised: February 2012

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Hours of Operation

1. The Simulation Lab is booked for use through the Office of Education (OOE). The Educational Resource Manager (ERM), normally, will have the lab doors open prior to the scheduled sessions. Course Directors and faculty are scheduled to leave approximately ½ hour before the end of a scheduled lab session, allowing students to clean and secure their stations. If the ERM is not available to open or close the lab than the OOE will open the lab and the Course Director is responsible to lock and secure the lab after their lab session. If a Preclinical lab session runs over the scheduled time, the Course Director has the option of staying with the students, but will then be responsible for securing the lab. Lab sessions other than preclinical courses may vary with this schedule.
2. Students may not continue to work with any rotary instruments after the Course Director and faculty has left.
3. If a student needs to make up work missed in the Sim Lab, the student and Course Director will schedule an appropriate time with the ERM.
4. If extra practice time is needed for a preclinical course the Course Director will schedule this time with the Office of Education.
5. If a student needs to remediate an exam, the Course Director will set up an appropriate time with the ERM, unless there are several students that need to remediate the same exam, than the Course Director will schedule a lab session with the Office of Education.

Safety

1. Students will conduct themselves in a manner that does not create any unsafe situations for themselves or others. No horse playing, running, or throwing of objects, etc.

2. Students will always wear protective eyewear when using any equipment or instruments that have a potential of loose debris or other objects that could cause injury to themselves or others.
3. Gloves and masks will be worn at the Course Directors discretion.
4. If a student or Course Director notices any potential safety issues, they will report this to the Educational Resource Manager.
5. If a student has not been properly instructed in the use of lab equipment, and it may cause a safety hazard it is the responsibility of the Course Director to teach the student proper use of equipment.
6. If a student or faculty member injures themselves in the lab, during normal preclinical lab sessions, the ERM should be notified, and it will be determined if a Clinical Occurrence Form (COF) needs to be filled out. During evening practice sessions the student monitor has been trained to handle this.
7. No visitors are allowed in the Sim Lab during any course or practice session unless approved by the Course Director AND the Office of Education OR the Office of Clinical Affairs.

Dress Code (for more detail refer to the Student Handbook)

1. Students will always wear proper UFCD approved school attire in the Sim Lab. This dress code applies to preclinical courses, other courses scheduled in the lab, evening practice sessions, and returning to the lab after a psychomotor exam for your grade.
2. Students with hair long enough to pull back, will do so while working with any rotary instruments or Bunsen burners (or other equipment with flame).
3. Students will not be allowed to wear scarves or long jewelry that has the potential of creating a safety hazard.
4. Students may wear skirts or dresses in the Sim Lab, (they may not wear them in a patient clinic), and must be of dress code standard.

Emergency Procedure

1. Emergency Exit and location of Emergency Equipment is posted next to the two Sim Lab doors.
2. Use of Emergency Equipment, like the eyewash and shower, may be viewed on the Sim Lab orientation video located on ECO, follow this link, <http://bit.ly/euLYd0>
3. Any injury or illness that happens in the Sim Lab, requiring emergency medical attention, should be brought to the attention of the ERM or the Course Director immediately. The proper procedure to follow in the Sim Lab for medical attention is as follows. If the injury or illness is not life threatening and occurs during Student Healthcare Clinic hours, the student should be escorted to the clinic located on the second floor of the Dental Tower in room D2-49, the hours for the clinic vary per semester, but generally it is open at 8:00 am. The telephone # for the clinic is 392-1161.
4. If the injury or illness is a life threatening emergency, you are to refer to the phone numbers on your red UFCD Emergency Phone Card.

Student Responsibilities

1. The student is responsible for their school leased equipment. All work stations and lockers are the student's responsibility to lock after each use. Any item left behind, found by the Educational Resource Manager, will be secured until the student asks if the item was found. ALL handpieces will be turned over to The UFCD Instrument Leasing Manager (ILM), and the student will need to provide proof of serial numbers for each piece of the handpiece before they are permitted to take possession of them. If an item is lost or left behind and the Educational Resource Manager or the Instrument Leasing Manager have not received it, the student is then responsible to purchase this item for use.
2. Students are responsible for the cleanliness of their assigned work station.
3. Students are responsible for alerting the Educational Resource Manager or Dental Maintenance of defective equipment at their assigned work station.

4. Students are responsible for supplying all their own materials for evening practice sessions.
5. Students will never bring biohazard materials into the Sim Lab.
6. Students will stop work and begin to clean their work stations when the faculty and Course Director exits the lab.
7. Students are required to complete their preclinical course assignments (unless they have been absent) during scheduled lab sessions, and are not permitted to work on these assignments in the Sim Lab after the designated lab time, unless the Course Director has gotten approval through the OOE. If a student has been absent, the Course director and the Educational Resource Manager will decide upon an available time the student can make up their work.
8. Students are not permitted to work on course projects other than the course that is scheduled in the lab at that time. For example a student may not work on Operative in an Endodontic course.
9. When a student needs to remediate an exam the Course Director and the Educational Resource Manager will decide upon an available time for the remediation and discuss the procedure for the exam, ie; allotted time, start checks, and who and where to turn in the exam.
10. If a student loses a lock on their assigned locker or their Sim Lab station key they are responsible for the replacement fee. At this time the locker lock is \$10.00 and the simulation station key is \$25.00.
11. Students are to store all supplies that they may need outside the Sim Lab, in their assigned lockers. When they cannot gain access to the Sim Lab to get an item locked in their station, they could be marked unprepared for a class or a clinical activity.

Course Director Responsibilities

1. Course Directors will remain in the Sim Lab during their scheduled lab sessions.
2. Course specific storage cabinets are assigned and stocked by the Educational Resource Manager. When course supplies are delivered to the Sim Lab from Instrument Leasing, the Educational Resource Manager will stock the supplies, provide an inventory list on the inside of the designated supply cabinet per shelf, set up a meeting with the Course Director in the lab to review the supplies that were received and be given a key for the cabinet at this time. When the course is over the key will be turned back in to the Educational Resource Manager.
3. The Course Director should review the supplies in their cabinet(s), and decide if any Supplemental orders need to be placed.
4. It is recommended that premade supply bags be made for the course, if possible. A sample bag or a detailed list of items and quantities should be given and discussed with the Educational Resource Manager, if the course Director wishes to do this.
5. It is recommended that the Course Director provide the Educational Resource Manager with a list of supplies that will be used for each lab session. Whether it is items to be placed on the supply table, distributed to each student, or extra equipment that may be needed for the session, ie; Triad machines, Suck-Down machines, etc.
6. The Course Director should have control of their class, and assist with all UFCD safety, cross contamination and proper biohazard waste disposal protocol, and professionalism, ie; no gloves in halls, no Biohazard materials in lab, time management skills, etc.
7. The Course Director is responsible to set up times for their students to make up work or remediate exams.
8. The Course Director is responsible to meet with the Educational Resource Manager to learn the proper use of the AV equipment in the lab.

9. If the Educational Resource Manager is absent or not available at the start or end of the lab session, the Course Director is responsible for obtaining access to the lab (Generally from the OOE), and securing it at the end of the session, after all students have vacated the lab.
10. The Course Director is responsible for sending the Instrument Leasing Manager any Supplemental Order forms, for materials that need to be ordered after the start of their course.
11. When additional equipment or instruments are needed for a lab session, course Directors are responsible for making these needs known to the ERM at least 48 hours in advance. Items such as the Extra Triad curing units, are items that need to be borrowed from student clinics and must be arranged with the Senior Clerks as to availability.
12. The Sim Lab Camcorder should remain in the Sim lab. If recordings need to be downloaded, this should be done immediately and returned to the ERM directly after the download. If a Course Director wishes to use the camera and have it set up prior to their lab session, please notify the ERM as early as possible.

Educational Resource Managers Responsibilities

1. The Educational Resource Manager (ERM) will meet with the Course Director prior to the start of all preclinical courses, to discuss any specific needs throughout the course, such as premade supply bags, important dates for additional equipment, and supplies needed for each lab session.
2. The ERM will take possession of course ordered supplies from the Instrument Leasing Manager (ILM), designate a cabinet(s) for this course for the duration of the semester, inventory the supplies and create list for the cabinet, outlining the location of all supplies.
3. The ERM will arrange to meet briefly with the Course Director to review the course supply cabinet and receive a key for the cabinet. Keys for entry to the Sim

Lab will be passed along in each department, from the previous Course Director from the same department. Any additional keys that may be needed will need to be obtained through The Dean's Office.

4. The ERM will open the Sim Lab prior to the scheduled start time and have supplies that were designated by the Course Director out and or distributed for the students use.
5. The ERM will assist students with equipment questions and maintenance issues.
6. The ERM will assist the Course Director with preclinical clinic sessions. The ERM will deliver supplies to the assigned Patient Clinic for the courses clinical sessions, and have materials out as designated by the Course Director.
7. The ERM assigns students their locker and simulation stations, and keys for entry to the simulation stations.
8. If designated by the Course Director the ERM will monitor (if available) any daytime remediation or makeup Sim Lab session.
9. The ERM will, to the best of their ability, remind the Course Director of supplies that are running low in the Course cabinet.
10. The ERM will help maintain the cleanliness of the Sim Lab, and is responsible for weekly, biweekly, or other cleaning in the Sim Lab / Wet lab equipment. The ERM is responsible for reporting any defective equipment in the Sim Lab / Wet Lab to Dental Maintenance or Physical Plant in a timely manner.
11. The ERM is a back up for the AV Technology staff and may be required to assist with these duties during a Sim Lab session.
12. The ERM will remove any equipment from the Sim Lab designated by UFCD, prior to The Board Examinations, and ensure the condition of the lab is acceptable for this examination.
13. The ERM may possibly be needed to assist the OOE with proctoring student exams during school hours.

14. The ERM is responsible for ordering all disposable supplies used in the Sim Lab such as gloves, masks, butcher paper, and cleaning supplies.
15. The ERM will enforce all policies and procedures in the Sim Lab, and may issue a student a Professional Variance Form for failing to follow these policies.
16. The ERM will provide the Freshman class with an Orientation, which at this time is available to students on ECO under Course 5405 Mediasite recordings, for review at any time, and will update the orientation as needed.

Course Specific Cabinets

1. The ERM will designate a cabinet for each preclinical course to store all materials for the duration of the course.
2. The Course Director will be issued a key for this cabinet by the ERM.
3. At the end of each semester, the ERM will return all unused materials to the ILM.
4. The Course Director will return the key to the ERM at the end of the semester.

Department Specific Cabinets

1. Each department has 1 or more cabinets for storage of equipment to be used in preclinical courses only.
2. Each department was issued 2 keys for these cabinets and the Department Chair will determine who will maintain possession of these keys.
3. The department is responsible for maintaining their own cabinet.

Maintenance / Broken Equipment

1. The ERM will assist the students with maintenance of their simulation stations. If the ERM is incapable of repairing the issue, the ERM will call Dental Maintenance or Physical Plant.
2. Students or Course Directors may call Dental Maintenance for repairs, the steps to follow are posted by each phone in the Sim Lab.
3. Once Dental Maintenance has been called, they will respond ASAP, giving patient clinics first priority with repairs.
4. If Physical Plant needs to respond, The ERM will call and give all the pertinent information.

Lost and Found

1. UFCD's designated lost and found location is on the first floor by the patient registration and waiting area Room D1-6.
2. If any materials or equipment are found in the Sim Lab the ERM will secure it, or if the item is a handpiece it goes to the ILM.
3. It is the student's responsibility to lock and secure all materials and equipment or instruments that have been distributed to them.

Evening Practice Sessions and Monitors

1. The evening practice sessions in the Sim Lab will be scheduled through the OOE.
2. Students are to work on Course specific work only.
3. Students will adhere to all policies and procedures, including dress code during these evening sessions.

4. Student monitors are hired and trained by the OOE to monitor and secure the lab.
5. Student Monitors are not to tutor or teach during these sessions.
6. Students will sign in and out of the Sim Lab for these practice sessions.
7. Student Monitors may issue a Professional Variance to a student if necessary.

Sim Lab Orientation

1. The ERM will provide the Freshman class with an initial safety orientation, and a more in depth orientation of all the Sim Lab equipment and policies at the start of the Spring semester.
2. At this time, the orientation is available for viewing in the Mediasite catalogue under Course 5405C. You can also follow this link <http://bit.ly/eulYd0>.
3. The ERM will update this orientation as needed.
4. Use of equipment or mixing of dental biomaterials should be included in the course curriculum.

Instrument Leasing Responsibilities with the Sim Lab Orders

1. The Instrument Leasing Manager receives the course supply order from the Course Director within the designated time frame. The ILM reviews the order and then orders the supplies from the proper supplier.
2. When the order arrives and the ILM takes possession of the supplies, the ILM is to inventory the supplies received to verify everything is correct.
3. The order is delivered to the Educational Resource Manager to store in the Sim Lab's course specific cabinet.

4. The ILM distributes all the instruments trays and equipment needed, to the students.
5. The ERM will send students to the ILM with any hand piece problems.
6. If an instrument breaks the student should go to the ILM to inquire whether it is an instrument that is replaced or whether they must purchase a new one.

Academic Variance

1. If a student does not adhere to Sim Lab Policies and Procedures the following process will occur.

1st Offense: Verbal Warning

2nd Offense: Written Academic/Professional Variance in file.

http://www.dental.ufl.edu/Offices/Education/files/Professional_Variance_Form_-_Academic.pdf

Pre-clinical Courses Supplies for the Clinics

1. Pre-clinical Course Directors that have sessions in the patient clinics may wish to refer to Clinical Session Order list below for ordering clinical supplies.

Clinical Session Order List

Item #	Description	#/Box	#/Patient
100-9864	T-Sleeve, Light Handle covers	500/Box	2
100-9860	A/W Syringe Covers, No Adhesive	500/Box	3
101-8627	Headrest Covers	500/Case	1
576-8084	A/W Syringe Tips	1500/Bag	1
101-4856	HVE Tips, Vented	50/Bag	1
110-7696	Saliva Ejectors	100/Bag	1
107-7459	Mult-Use Barrier (Pen Cover, Light Switch)	500/Box	1

997-0041	24" x 24" Bags	1000/Case	1
997-0149	30" x 37" Bags	500/Case	2
997-0136	White Butcher Paper	Roll	1 Piece
101-0476	Patient Bibs	500/Case	1
135-7269	Bib-Eze	250/Box	1
658-0210	Red Handi-Hopper Bags (For Blood)	100/Box	1
111-3868	Gloves, X-Small	250/Box	5-10 Pairs
111-8659	Gloves, Small	250/Box	5-10 Pairs
111-8088	Gloves, Medium	250/Box	5-10 Pairs
111-7965	Gloves, Large	250/Box	5-10 Pairs
111-	Gloves X-Large	230/Box	5-10 Pairs
979-6733	Gowns, Small	5/Sleeve	1
100-5870	Gowns, Medium/Large	5/Sleeve	1
100-5806	Gowns, Large/X-Large	5/Sleeve	1
101-2818	Paper Towels	Case	
833-8374	Hand Soap	Bottle	
923-8209	Hand Sanitizer	Bottle	
153-2175	Masks	50/Box	2 to 4
101-2156	Patient Cups	1000/Case	500
107-2934	Opti-Cide Spray	Bottle	
997-0145	Masking Tape		

** This is a list of supplies that MUST be ordered for any preclinical, clinic session. The supplies are the same brands that are used in the student clinics. **

Supplemental Order Form

Preclinical Course

Date _____

Dept. and Course _____

Dr. Requesting Supplies _____

Description – Catalogue Number	Quantity Requested
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