



<b>UT Health Science Center: SIM114 Sim Equipment-Storage</b>	
<b>Version 1</b>	<b>Publication Date: 05/27/2022</b>

<b>No./Title:</b> SIM114 – Sim Equipment, Supplies-Storage	<b>Resp. Office:</b> CHIPS <b>Approval Body:</b> CHIPS	<b>Effective Date:</b> 06/08/2021
<b>Category:</b> Simulation	<b>Last Review:</b> 06/08/2021	<b>Next Review:</b> 06/08/2024
<b>Contact:</b> Executive Director CHIPS	 901.448.4530	 <a href="mailto:simulate@uthsc.edu">simulate@uthsc.edu</a>
<b>Related Policies:</b>	SIM 109- Sim Equipment, Supplies- Separation SIM 115- Sim Equipment, Supplies- Loan	

## DEFINITIONS

- 1) Simulation Faculty/Facilitators: Any person meeting minimum simulation competencies, as determined by the Director of Education, who is associated with the delivery and planning of the simulation activity
- 2) Simulation items: any equipment or supplies used to support the fidelity of clinical simulation encounters.
- 3) Support areas: areas secured for equipment storage, prep, and maintenance (i.e. CHIPS core areas).
- 4) Supply storage area: a secured inventory space accessed only by CHIPS staff.

## POLICY

The Center for Healthcare Improvement and Patient Simulation (CHIPS) will store all simulation equipment and supplies in a designate, secured space. CHIPS Staff are responsible for ensuring the safe storage of all simulated equipment.

## PROCEDURE

- 1) CHIPS Staff ensure that all simulation spaces are locked and secured at the close of business each day to protect simulation equipment.
- 2) All simulation items will be stored in a secured, designated, and locked support space.
- 3) The protocol for safe storage of consumable simulation items follows:
  - a. Packages are signed in and placed on the wire rack in the loading dock and a notification is sent out to CHIPS Staff.
  - b. CHIPS Operations staff that accept the package must sign off on the packing slip and place in the appropriate tray in the Administration Office (Room 120)
  - c. CHIPS Operations staff will complete the entry of the items into the inventory management system with the appropriate quantity and location.
  - d. CHIPS Operations staff will move the item from the loading dock to the supply storage area.
  - e. Removal of items from the supply storage area to the support areas should be reflected in the inventory management system.

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- 4) Only CHIPS Staff should access the equipment support areas unless special permissions have been granted to Simulation Faculty/ Facilitators by the Executive Director.
- 5) All support spaces are to be kept in a tidy, working manner.

### **APPROVAL HISTORY**

Effective: June 8, 2021

Revised:

Approved: CHIPS, June 8, 2021