

SCPL Storage and Maintenance of Equipment and Supplies

Subject: Storage and Maintenance

Effective Date:

Scope: SCPL Staff, Faculty, Students, and Authorized Personnel

Date Reviewed/Revised:

Responsible Office:
Simulation Council

Next Scheduled Review Date: TBD

Responsible Executive: Dean, Cizik School of Nursing

I. POLICY AND GENERAL STATEMENT

The UTHealth Houston Cizik School of Nursing (CSON) Simulation and Clinical Performance Laboratory (SCPL) will ensure the proper storage, routine maintenance, and overall management of equipment, manikins, task trainers, and supplies used for simulation. Equipment, manikins, and task trainers must be maintained per manufacturer guidelines or internal protocols to maintain equipment functionality, extend lifespan, ensure safety, and support high quality simulation-based learning experiences for all learners.

II. DEFINITIONS

- A. **Manikin** – a human-like simulator that represents a patient for healthcare simulation and education (Lioce et al., 2024)
- B. **Simulation** – an educational technique that replaces/amplifies real experiences with guided experiences that evoke or replicate substantial aspects of the real world in a fully interactive manner (Lioce et al., 2024)
- C. **Task trainer** – a model that represents a part/region of the human body used to teach and give feedback on procedural skills (Lioce et al., 2024)

III. PROCEDURES

A. Maintenance Protocols

1. Maintenance of equipment, manikins, task trainers, and technology used for simulation is the responsibility of all SCPL staff by keeping up to date with manufacturer guidelines, simulation websites, and vendor updates.
2. Equipment and task trainers used for simulation are cleaned and maintained after each use per manufacturer guidelines/manuals by SCPL Simulation Technicians at the end of a skills or simulation lab.

3. Equipment, manikins, and task trainers used for simulation that are capital assets are maintained under service warranties or renewed preventative maintenance plans.
4. Manikins are cleaned per manufacturer guidelines/manuals after extensive use, when moulage is applied, or as needed. At the end of each semester, all frequently used manikins undergo a manikin bath.
5. Approved disinfectants are provided in all lab rooms for cleaning equipment at the end of a skills or simulation lab.

B. Storage and Inventory

1. All equipment and task trainers used for simulation are stored in designated storage rooms or areas to ensure protection from damage.
2. Manikins are stored lying down in vacant beds or sitting in designated chairs.
3. Supplies used for simulation are stored in designated storage rooms or storage carts.
4. Supplies frequently used are tracked as inventory using inventory checklists, an inventory application, and supplies are reordered based on projected student enrollment and the frequency of the supplies needed for a skills or simulation lab during each semester.
5. All capital assets in the SCPL are stored in locked rooms and inventoried on an annual basis.

C. Responsibilities

1. Faculty, students, and all users of the SCPL are to use any equipment, manikins, and task trainers in simulation with care according to SCPL guidelines and to help keep daily maintenance of the lab (See Appendices A - D).
2. The Simulation Technicians break down, clean up, and maintain equipment, manikins, and task trainers used for simulation, and ensure proper storage when not in use. Maintenance records for documentation are filled out by SCPL staff and stored in the SCPL I drive.
3. The SCPL Administrative Coordinator maintains the inventory of supplies in the inventory application.
4. The Assistant Dean of the SCPL is responsible for maintaining inventory records of capital assets in the SCPL per HOOP Policy 84: Accountability and Responsibility for State Property (UTHealth Houston, 2025a).
5. All users of the SCPL are to report any malfunction or broken equipment to SCPL staff for removal, troubleshooting, or needed repairs.
6. Any obsolete equipment, task trainers, manikins no longer used by the SCPL will go to surplus per university surplus guidelines and procedures (UTHealth Houston, 2025b).

IV. CONTACTS

Contact	Telephone	Email/Web Address
Assistant Dean of the SCPL		sonskillslab@uth.tmc.edu

V. EXHIBITS

Lioce L. (Ed.), Lopreiato J. (Founding Ed.), Anderson M., Deutsch, E.S., Downing D., Robertson J.M., Diaz D.A., and Spain A.E. (Assoc. Eds.), and the Terminology and Concepts Working Group (2024), Healthcare Simulation Dictionary—Third Edition. Rockville, MD: Agency for Healthcare Research and Quality; January 2025. AHRQ Publication No. 24-0077. DOI: <https://www.ahrq.gov/patient-safety/resources/simulation/terms.html>.

UTHealth Houston. (2025a). HOOP Policy 84: Accountability and Responsibility for State Property. <https://www.uth.edu/hoop/policy.htm?id=1448016>

UTHealth Houston. (2025b). Surplus. <https://inside.uth.edu/finance/capital-assets-management/surplus.htm>

Appendix A

SIMULATION AND CLINICAL PERFORMANCE LAB GUIDELINES FOR STUDENTS

Faculty members at the UTHealth Houston Cizik School of Nursing are committed to promoting educational excellence. The mission of the UTHealth Houston Cizik School of Nursing Simulation and Clinical Performance Lab (SCPL) is to provide comprehensive clinical skills and simulation for student nurses and our multidisciplinary partners. The SCPL aims to promote quality simulation experiences through best practices in simulation-based learning, develop clinical acumen, and foster critical thinking following evidence-based practices to ensure quality healthcare and patient safety in our community.

Students who use the SCPL are expected to:

1. Come prepared to the lab (i.e., with a stethoscope and other supplies) as instructed by the course faculty. Preparation may also include assigned pre-simulation readings, quizzes, assignments, or videos.
2. Wear UTHealth CSON uniform, including UT ID (undergraduates, see policy U4860).
3. Avoid bringing food and drinks into lab rooms.
4. Practice proper hand-washing techniques while using the SCPL.
5. Report any physical limitations, illness, injury, or latex allergy to faculty.
6. Use equipment and supplies safely and for their designed purpose in the SCPL only.
7. Lock wheels on beds, stretchers, and wheelchairs during practice.
8. Dispose of sharps (i.e., needles and ampules) in sharps containers; vials and syringes may be recycled if instructed by the SCPL staff.
9. Report any malfunctioning or broken equipment, spills, or full sharps containers to faculty or SCPL staff.
10. Keep lab doors free from obstruction—backpacks, etc. should be placed outside the cubbies in the lab hallway or in the space underneath the lab room chairs.
11. Juno manikins can be moved if necessary. All other manikins – request assistance.
12. Avoid using pens, felt-tipped markers, iodine, betadine, or surgical lubricant near mannequins.
13. Help keep the lab tidy for the next users (tidy beds and return chairs to the tables).
14. Schedule extra practice time (i.e., for the practice of specific skills outside of scheduled lab sessions for a course) by emailing lab staff: **sonskillslab@uth.tmc.edu**. The lab is open Mon-Fri from 0730-1630; however, lab rooms or lab staff may not be available for individual or small group assistance, so please schedule practice time at least 24 hours in advance.
15. Provide lab staff with UT ID when independently practicing skills in large rooms.

Appendix B

SIMULATION AND CLINICAL PERFORMANCE LAB GUIDELINES FOR STUDENTS

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Appendix C

SIMULATION AND CLINICAL PERFORMANCE LAB GUIDELINES FOR LEARNERS/USERS

Learners/users who utilize the SCPL are expected to:

1. Avoid bringing food and drinks into lab rooms.
2. Practice proper hand-washing techniques while using the SCPL and use of standard precautions.
3. Report any physical limitations, illness, injury, or latex allergy to SCPL team members/facilitators.
4. Use equipment and supplies safely and for their designed purpose in the SCPL only.
5. Lock wheels on beds, stretchers, and wheelchairs during practice.
6. Dispose of sharps (i.e., needles and ampules) in sharps containers; vials and syringes may be recycled if instructed to do so.
7. Report any malfunctioning or broken equipment, spills, or full sharps containers to faculty or SCPL staff.
8. Keep lab doors free from obstruction—backpacks, etc. should be placed outside the cubbies in the lab hallway or in the space underneath the lab room chairs.
9. Juno manikins can be moved if necessary. All other manikins – request assistance.
10. Avoid using pens, felt-tipped markers, iodine, betadine, or surgical lubricant near mannequins and task trainers.
11. Help keep the lab tidy for the next users (tidy beds and return chairs to the tables).

Appendix D

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DAILY MAINTENANCE OF THE SCPL

The SCPL faculty and staff are expected to always ensure the SCPL is kept clean, tidy, and uncluttered in order to ensure all faculty, students, and visitors are safe. Before the start of any skills and simulation lab, the labs are set up by the simulation technicians to ensure faculty and students have all the requested manikins, task trainers, supplies, and working equipment prepared for use in the lab.



FACULTY AND STUDENTS

In between a lab session and at the end of the skills/simulation lab, we ask that faculty and students assist the SCPL staff with the following:

- Flatten beds, remake beds, and lower them back down with the upper side rails up
- Return items back to trays (if trays are left out for certain supplies); used items can be put back where it was initially found/set up
- Erase the boards/sides of carts when finished writing on them
- Discard all trash
- Wipe the table tops with sanitizers available
- Return the green chairs back to the tables in the large lab rooms
- Return the red chairs back to the tables in the prebrief/debrief rooms
- Return grey chairs back to the manikin beds (the Juno manikins sit on these chairs when not in use)
- Do not move the Sim Man Essential Manikins at all
- Juno manikins can be moved independently by students to sit on the grey chair next to the bed when not in bed



SCPL ASSISTANCE AND NOTIFICATIONS

In each large lab room, flex area, prebrief/debrief room, and exam room area, there is a QR code that can be scanned to direct an email to SCPL faculty and staff regarding the need to report the following:

- broken equipment
- non-functional equipment
- task trainer troubleshooting
- technological support (manikins/AV stations/control tablets)

The SCPL team will be notified to come assist.

For any loose arms/legs due to screws becoming loose with the Juno manikins, please notify the SCPL team immediately to repair the manikin.