

# KIDS SIMULATION AUSTRALIA: SIMULATION EQUIPMENT AND TEACHING AIDS LOAN PROCEDURE®

## DOCUMENT SUMMARY/KEY POINTS

- The Kids Simulation Australia (KSA) program has a number of simulation equipment and teaching aids that are managed through the KSA simulation centres at The Children's Hospital at Westmead (CHW) and the Sydney Children's Hospital, Randwick (SCH)
- Simulation equipment and teaching aids must not leave their designated campus except in exceptional circumstances and must be approved by the Network Simulation Co-Lead
- Users accept full responsibility for the safe keeping of the loaned equipment or teaching aid.
- If equipment is misused / damaged within a KSA simulation centre or whilst on loan or in transit, the replacement or repair costs will be assessed. If deemed liable, the costs will be transferred to the department/area who misused/damaged the equipment.
- Simulation equipment and teaching aids on loan must be returned by the agreed due date. A period of 3 months shall be granted before the department/area will be charged for the replacement of the equipment.
- Staff using equipment in a KSA simulation centre have a responsibility to identify to KSA staff if equipment needs repair and/or if equipment has been damaged.

<b>Approved by:</b>	SCHN Policy, Procedure & Guideline Committee	
<b>Date effective:</b>	1 <sup>st</sup> August 2017	<b>Review Period:</b> 3 years
<b>Team Leader</b>	Network Simulation Co Lead	<b>Dept/Area:</b> Kids Simulation Australia

## CHANGE SUMMARY

- Replaces “Simulation Equipment & Teaching Aids Loan: Kim Oates Australian Paediatric simulation Centre (KOAPSC) – CHW” Policy (Policy No: 0/A/10:8005-01:01)
- Review done to encompass both Kids Simulation Australia centres within SCHN

## READ ACKNOWLEDGEMENT

- All KSA team members
- All staff who are wanting to borrow simulation equipment and training aids held by the Kids Simulation Australia program

## Introduction

The Kids Simulation Australia program has a number of simulation equipment and teaching aids that are managed through the following KSA simulation centres:

- **Kids Simulation Australia – Westmead**
  - Kim Oates Australian Paediatric Simulation Centre
  - The Children's Hospital at Westmead (CHW) campus
- **Kids Simulation Australia - Randwick**
  - Les White Clinical Education Centre
  - Sydney Children's Hospital, Randwick (SCH) campus

The purpose of this document is to provide guidelines for the loan and use of such equipment from either KSA centre.

## KSA: Equipment on Loan

### **Standard**

1. KSA simulation equipment and teaching aids are available for loan for specific course or sessions with an agreed return date
2. KSA simulation equipment and teaching aids must not leave designated campus except in exceptional circumstances and **must** be approved by the Network Simulation Co-Lead.
3. KSA simulation equipment and teaching aids are not to be used for commercial purposes without consultation with the Network Simulation Co-Lead.
4. All teaching staff utilising KSA equipment or teaching aids are expected to have completed appropriate training, be familiar with equipment and know how to trouble shoot issues related to the equipment.
5. The borrower will not wilfully, recklessly, negligently, or unlawfully destroy or damage the loan equipment and will provide the necessary supervision throughout the loan period to prevent damage or loss.
6. KSA staff will provide education in the safe handling and operation of equipment or teaching aid, including how to troubleshoot.
7. The department/area borrowing the equipment will be charged by KSA if deemed liable for loss or damage of the equipment.
8. If KSA requires the equipment for other purposes, KSA will provide 24 hours notice for the recall of equipment or teaching aid during the loan period.

## Simulation Equipment and Teaching Aids for Loan

### Equipment and teaching aids available for loan

There is an inventory of manikins, part task trainers, audio-visual and other specialised teaching aids kept in both KSA centres. See [Simulation Equipment and Teaching Aids Available for Loan List \(Appendix 1\)](#) for approved list of simulation equipment and teaching aids available within each KSA centre.

**Note:** All High Fidelity manikins (SimNewb™, SimBaby™, and SimJunior™) loaned must be accompanied by a KSA staff member throughout the loan period for the purpose of 'in situ simulation' in designated areas only. They must return to their designated KSA centre immediately after use and not to be stored outside of a KSA centre overnight. Any exceptions to this must be approved by the Network Simulation Co-Lead.

## Procedure

### Borrowing Equipment

The following steps must be followed before any simulation equipment or teaching aids is borrowed from a KSA centre.

9. The borrower must be a supervising member of SCHN staff and have completed appropriate simulation facilitator training as deemed by KSA.
10. The borrower must be educated in the safe handling and operation of the loan equipment or teaching aid to enable them to exercise all reasonable care when using the equipment. KSA will be responsible in providing education, including relevant full-day simulation faculty development courses as well as ad hoc training required as needed.
11. The borrower must ensure all other users of the loan equipment are educated in the safe handling and operation of loaned items. This includes familiarization to the equipment prior to the simulation activity. KSA can provide resources to assist with this.
12. The borrower must contact a KSA simulation coordinator or KSA multimedia coordinator to request simulation equipment or teaching aid loan.

### Documentation

- The borrower must complete the KSA: Equipment Loan Form (Appendix 2) and KSA Equipment Borrowing Responsibilities and Conditions form (Appendix 3) when taking equipment and returning to the appropriate KSA centre.
- A designated KSA staff member must be present with the borrower when completing the KSA: Equipment Loan Form and Borrowers Responsibilities and Conditions form.
- The borrowing period for the simulation equipment or teaching aid will be determined and agreed up by the borrower and KSA staff member.
- The borrower must contact KSA staff and discuss any extension time required for the loan period.

## Responsibilities

### KSA

- KSA staff will ensure that all simulation equipment and teaching aids are appropriately maintained and in working order at time of loan. If there are any concerns with the equipment, this will be documented on the KSA: Equipment Loan Form prior to loan out.
- KSA staff will provide education on the safe handling and operation of any borrowed simulation equipment or teaching aid, including how to trouble shoot
- KSA can be contacted in hours (Monday to Friday) in the event of simulation equipment or teaching failure or malfunction.
- All equipment within KSA is labelled prior to loan. KSA staff are responsible for labelling and updating as required, to monitor over time.
- Documentation will be kept and maintained in both KSA centres.
- Ensure the borrower has read and acknowledged borrower terms and conditions (Appendix 3)

### The Borrower

- The borrower must be a supervising member of staff and have completed appropriate simulation facilitator training.
- The borrower will not wilfully, recklessly, negligently, or unlawfully destroy or damage the loan equipment and will provide the necessary supervision to prevent damage or loss.
- If equipment or teaching aids need repair or are damaged, the borrower has a responsibility to identify the issue to KSA staff as soon as possible or upon returning the equipment or teaching aid (whichever comes first).
- The borrower agrees to return the equipment in a reasonable condition at the end of the agreed loan period. If equipment or teaching aid is misused / damaged within a KSA simulation centre or whilst on loan or in transit, the replacement or repair costs will be assessed. The Borrower has the responsibility to explain the incident that lead to damage /malfunction of the equipment. If deemed liable, the costs will be transferred to the department/area that misused / damaged the equipment or teaching aid.

### Returning Equipment

- Equipment and teaching aids must be cleaned at the point of return to KSA. KSA staff must sight the equipment or teaching aid and document on the 'Loan Out' form the condition of which it was received.
- A period of *three months* to locate lost equipment will be provided before the borrower is charged for the cost of replacing the equipment.

**Note:** If equipment or teaching aid is misused / damaged within a KSA simulation centre or whilst on loan or in transit, the replacement or repair costs will be assessed. If deemed liable, the costs will be transferred to the department/area that misused / damaged the equipment or teaching aid.

Appendix 1

**KSA: Simulation Equipment and Teaching Aids Available for Loan**

KSA Randwick	KSA Westmead
<p>Manikins (and related accessories):</p> <ul style="list-style-type: none"> <li>SimBaby™</li> <li>SimJunior™</li> <li>SimNewB™</li> <li>Newborn Anne</li> <li>ALS Baby</li> <li>Premie Baby</li> <li>Part Task Trainers*</li> </ul> <p>AV Equipment:</p> <ul style="list-style-type: none"> <li>Go Pro Hero3+ (and related accessories)</li> <li>iPad 2</li> <li>Bluetooth Mic Pair</li> </ul> <p>Clinical Equipment (for simulation use only)*</p>	<p>Manikins (and related accessories):</p> <ul style="list-style-type: none"> <li>SimBaby™</li> <li>SimJunior™</li> <li>SimNewB™</li> <li>ALS Baby</li> <li>MegaCode Kid</li> <li>Nursing Baby</li> <li>Nursing Kid</li> <li>Premie Baby</li> <li>Part Task Trainers*</li> </ul> <p>AV Equipment:</p> <ul style="list-style-type: none"> <li>Handycam (and related accessories)</li> <li>Cybershot Compact Stills Camera (and related accessories)</li> <li>iPad 3</li> <li>Go Pro Hero3 (and related accessories)</li> </ul> <p>Clinical Equipment (for simulation use only)*</p>

\*Please contact site specific Simulation Coordinator for specific equipment availability

## Appendix 2 KSA: Equipment Loan Form

<b>Date &amp; Time</b>	<b>Borrowed equipment details (eg manikin description and serial number):</b>	<b>Agreed Loan Period:</b>	<b>Person responsible for equipment (*Borrower)</b>	<b>Date Items Returned:</b>
	<b>Intended use of Equipment:</b>	<b>Pre-Loan Equipment Condition:</b>	<b>Department</b>	<b>KSA Staff Receiving Equipment:</b>
	<b>Location of items during loan period:</b>		<b>Contact Information (Phone or email):</b>	
		<b>Signature of Borrower(date of loan):</b>		
		<b>Signature of Borrower(on return):</b>		

## Appendix 3 KSA: Borrowers responsibilities and conditions

### KSA Equipment: Borrowers responsibilities and conditions

- *The borrower must be a supervising member of staff and have completed appropriate simulation facilitator training.*
- *The borrower will not wilfully, recklessly, negligently, or unlawfully destroy or damage the loan equipment and will provide the necessary supervision to prevent damage or loss.*
- *If equipment or teaching aids need repair or are damaged, the borrower has a responsibility to identify the issue to KSA staff as soon as possible or upon returning the equipment or teaching aid (whichever comes first).*
- *The borrower agrees to return the equipment in a reasonable condition at the end of the agreed loan period. If equipment or teaching aid is misused / damaged within a KSA simulation centre or whilst on loan or in transit, the replacement or repair costs will be assessed. If deemed liable, the costs will be transferred to the department/area that misused / damaged the equipment or teaching aid.*

*Equipment and teaching aids must be cleaned at the point of return to KSA. KSA staff must sight the equipment or teaching aid and document on the 'Loan Out' form the condition of which it was received.*

*A period of three months to locate lost equipment will be provided before the borrower is charged for the cost of replacing the equipment.*

**Note:** *If equipment or teaching aid is misused / damaged within a KSA simulation centre or whilst on loan or in transit, the replacement or repair costs will be assessed. If deemed liable, the costs will be transferred to the department/area that misused / damaged the equipment or teaching aid.*

*I have read and acknowledge the above responsibilities*

Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Cost Centre: \_\_\_\_\_