1. PURPOSE

The purpose of this instruction is to ensure the safe and effective use of the Simulation Laboratory of the Faculty of Health Sciences and its equipment.

2. SCOPE

This instruction covers the activities related to the safe and effective use of the simulation laboratories within the Faculty of Health Sciences.

3. RESPONSIBILITIES

The Faculty of Health Sciences building supervisor and the faculty member responsible for the laboratory are responsible for the implementation of this instruction. The faculty member responsible for the laboratory and the Dean's Office of the Faculty of Health Sciences are responsible for the preparation and revision of this document.

4. DEFINITIONS AND ABBREVIATIONS

There are no abbreviations or terms that need to be defined in this instruction.

5. PROCEDURES

5.1. General

- The simulation laboratory may be used for educational and scientific research purposes. The laboratory may not be used for any personal activities.
- All simulation equipment (computer-based patient simulator, desktop and laptop computers, tablets, etc.) shall be used for educational and scientific research purposes and operated in accordance with the relevant user instructions.
- Before the beginning of each academic year, all simulation equipment shall be inspected, and the calibration of equipment requiring calibration shall be ensured.
- Prior to each training session, the simulation equipment to be used shall be checked to ensure that it is functioning properly. In the event of any malfunction, the faculty member responsible for the laboratory shall be notified.
- During practical sessions, the safety of students and faculty members shall be prioritized. In the event of an emergency, general safety measures shall be implemented.
- Prior to using the simulation laboratory, the faculty member responsible for the laboratory shall be notified.
- The computer-assisted patient care simulator, projector, computers, tablets, and lights used in the laboratory should be turned off at the end of educational and scientific activities.

- After each use, the faculty member responsible for the educational or scientific activity must ensure that all doors and windows are securely closed.
- After each use of the laboratory, all materials used must be cleaned in accordance with the established hygiene rules.
- Computer cases, monitors, and desks must be dusted at least once a week using only a damp cloth, and the floors must be mopped.
- No software may be installed on the computers without the permission of both the faculty member in charge and the Dean's Office.
- In the event of equipment malfunction or damage, the faculty member responsible for the laboratory must be notified, and the necessary maintenance procedures must be initiated.

5.2. Purposes of Laboratory Use

- The laboratory may be used for educational activities in accordance with the weekly course schedule. It may also be used for scientific studies with institutional permission, provided that such use does not interfere with scheduled practical sessions.

5.3. Laboratory Rules for Students

- Students must actively participate in laboratory activities under the guidance of faculty members and take responsibility for their assigned tasks.
- A white lab coat must be worn during training sessions in the laboratory.
- Food and beverages are not permitted in the laboratory.
- Students must use the medical waste bins and sharps containers to prevent harm to others in the laboratory and comply with the Regulation on the Control of Medical Waste.
- Students must immediately notify the faculty member in the event of a needlestick or sharps injury or any other adverse incident.
- The practice area must be kept clean and orderly, and all materials used must be returned to their designated locations after use.
- Laboratory materials must not be used without permission.
- Students must not speak loudly in the laboratory and must avoid distracting behavior.
- Students must not take photographs, make audio or video recordings, publish any content, or share it on any online platform during laboratory activities without the permission of the faculty member in charge.

- After laboratory activities, students must dispose of all used materials in the appropriate waste containers.

- Laboratory materials must not be removed from the laboratory without the permission of the faculty member in charge.

- When laboratory materials need to be removed from the laboratory, the faculty member in charge must be informed, and details of the materials and the person taking them must be recorded in the laboratory materials tracking log. Upon return, the relevant return details must be recorded in the same log.

5.4. Laboratory Rules for Faculty Members

- Students may use the laboratory only under the guidance and supervision of a faculty member.

- The patient care simulator and/or equipment used during laboratory activities must be handled carefully and protected from damage. Any damage to a simulator, model, or item of equipment must be documented and reported using an incident report form.

- The patient care simulator and other equipment in the laboratory must be used in accordance with the relevant operating instructions.

- Laboratory materials and equipment must not be removed from the laboratory or relocated without authorization. When an item needs to be removed, the faculty member responsible for the laboratory must be informed, and details of the item and the person taking it must be recorded in the laboratory materials tracking log. Upon return, the faculty member responsible for the laboratory must be notified, and the return details must be recorded in the same log.

6. RELATED DOCUMENTS

Further details regarding the simulation laboratory and its equipment are available on the website provided below.

https://cdn.bartin.edu.tr/sbf/7bff39043790e60997b57510701734de/bilgisayardesteklihastahemsirebakimsimulatoru.pdf

7. RECORDS AND REFERENCES *(Optional. See PRD-0000, Document Preparation and Control Procedure, Section 5.4.1.4.)*

8. REVISION INFORMATION

Revision No	Revision Date	Revision Description
0	-	Initial release.

Prepared by	Reviewed by	Approved by