**Canterbury Christ Church University (CCCU)**

**Simulation Centres Code of Conduct**

The simulation and skills rooms are to be always regarded as a professional setting.

Please handle the manikins and other equipment with proper care and respect and treat the manikins as you would a real patient**.**

Everyone using these facilities are expected to abide by the CCCU Expect Respect Pledge:

* *To give respect to all*
* *To take responsibility for helping to create an inclusive and welcoming University.*
* *To take positive action to prevent discrimination by not tolerating, condoning, or ignoring harassment of any kind.*
* *To educate myself and others about harassment - what it is, how it makes people feel and challenging harassment when possible.*

In addition, students are expected to follow any programme specific codes of conduct including those specified by professional regulatory bodies where relevant.

**Code of Conduct within the Simulation and Skills areas**

* Professional conduct and communication are always expected. Please maintain a respectful and safe learning environment for your colleagues.
* Ink will leave a permanent mark on the manikins. Do not touch manikins with pens.
* Equipment should only be moved or relocated under the direct supervision of authorised persons.
* Please leave any simulation room/skills area as you found it.
* Dispose of single use items using appropriate waste bins and all sharps' items in the correct sharp's containers provided.
* Please clean equipment after use with cleansing agents made available to you and in accordance with directions from staff.
* It is expected that you will come to the simulation suite activity having completed the assigned preparation work, with a professional attitude, and a desire to actively participate in the learning experience.

**Personal Belonging and Dress/Attire**

* All personal items must be stored in the lockers provided. Clothing and bags must not be brought into the simulation areas.
* Changing rooms are provided.  Please keep these tidy and once changed store all your personal belongings in your locker.
* If a particular dress code is mandated by your Programme for simulation activities, you must wear this in accordance with your practice guidelines.  This includes footwear. Please refer to your programme specific dress codes.

**General principles applicable to all Simulation Suite users are outlined here:**

* Uniforms must be clean and worn to clinical standard.
* Non-uniform, casual attire should be modest.
* Students participating in simulation/skills activity which includes physical examination may be required to wear shorts and T-shirt.
* Shoes should be of a firm, non-absorbent material, covering the upper foot and heel to protect against dropped items (sharps objects etc.). The soles must be adequate to protect the foot if stepping on broken or hazardous material.
* Hair must be kept above the collar:
  + longer hair must be tied up or secured.
  + headscarves should be clean and securely fastened.
  + facial hair should be clean.  Please consider a beard net if facial hair is long and poses a risk of becoming caught in working parts of equipment.
* Long nails and nail polish can damage expensive equipment and are not permitted in the simulation environment.
  + nails must be short and free from nail varnish or extensions. Students will not be permitted in these learning spaces if their nails do not conform.
* Jewellery can damage equipment and may lead to injuries if caught in equipment.
  + items with stones, and wrist watches should not be worn.
  + necklaces may only be worn if this can be tucked into clothing, and do not dangle freely.
  + Plain wedding bands or faith items such as a Kara are permitted; wearers should pay attention to ensure they attain appropriate hand hygiene by washing the skin beneath.

**Students will not be permitted in simulated learning spaces if their dress/attire does not conform to the above principles and any programme specific requirements.**

**Food and Drink**

* Water in a covered container can be bought to sessions. NO other food or beverages are permitted in any of the simulation/skills areas.

**Health and safety**

* Students must follow all health and safety guidance for simulation/skills environments and specific events.
* Students must wear appropriate Personal Protective Equipment (PPE) as directed.
* Students must be aware of fire procedures. Students should follow these and specific directions from staff/fire wardens in the event of a fire or other emergency where evacuation of the area is required.
* Students must report all accidents and near misses **IMMEDIATELY** to their supervisor/facilitator or member of the simulation team.
* Students should follow protocol in the event of a sharp's injury.

**THE SMOTS AUDIO AND VIDEO SYSTEM IS CONTINUOUSLY ACTIVE IN THE SIMULATION CENTRE**

* SMOTS is used for education and training purposes for feedback and reflection.
* It may also be used to review untoward incidents or acts of misconduct.
* Information is kept for a very short period.
* It is a safe system and all GDPR requirements are followed.