



Immersive Learning Center Use and Support Agreement

THE FOLLOWING ARE GENERAL RESPONSIBILITIES OF THE ILC STAFF:

- Offer consultation for ILC programs as needed, particularly with new programs (e.g., Standardized Patient Program, simulation, task training). NOTE: Additional fees may apply.
- Provide simulation support and resources Monday-Friday, 7am-6pm (B-Line, running of the manikins, assistance with task trainers).
- Maintain confidentiality and video release forms for students and faculty (for technology-based simulation activities only).
- Ensure scheduled spaces are available by notifying Security of the classroom unlock/lock needs.
- Provide learning spaces that are neat and orderly with the room configured in the scheduled layout.
- Ensure resources and equipment are setup per instructions in scheduling confirmation and any consult meeting.

THE FOLLOWING ARE GENERAL RESPONSIBILITIES OF THE COURSE/EVENT STAFF AND/OR FACULTY:

- Complete the Annual Scheduling Request Form or the ILC Request Form http://med.stanford.edu/medscheduler/ilc_res.html for all activities that will be held in the Immersive Learning Center and/or use ILC resources.
- Course directors and coordinators should thoroughly review confirmations when you receive them. The ILC team makes their best attempt to accommodate requests based on our priority scheduling, but we may have made changes from your initial request. Submit any change or cancellation requests at least 2 weeks in advance using the appropriate form: https://med.stanford.edu/medscheduler/ilc_res.html
- Ensure that video release forms are on file for all learners (where applicable).
- Advise students to wear appropriate dress for their sessions (e.g., professional attire, scrubs, white coats, etc.). The ILC should be seen as a clinical facility and students should dress according to the SoM Dress Code Guidelines for the Clinical Setting: <https://med.stanford.edu/md/mdhandbook/section-3-md-requirements-procedures/section-3-27-som-dresscode-guidelines-clinical-setting.html>
- Ensure that no deliberate or negligent damage occurs to the simulators, trainers, and other equipment (damage that is not part of normal wear and tear will be charged to the department causing such damage).
- No food or open beverages in the simulation rooms, clinic suites or control rooms. Beverages must have lids. When food is served in permitted areas, ensure that food is disposed of and tables are wiped down before vacating.
- No minor children are allowed in the ILC during teaching activities unless they are part of the learner group. For groups with minor children, adhere to the Policy for Protection of Minors Involved in Stanford Programs and Activities: <https://cardinalatwork.stanford.edu/working-stanford/policies/protection-minors/policy-requirements>
- For lab sessions (only allowed in LK005):
 - Provide Medscheduler (medscheduler@stanford.edu) with names and email addresses of course lab leaders.
 - Adhere to the Food Used for Education, Training and Research in the ILC Policy: <http://cisl.stanford.edu/about-cisl/policies.html>
 - NOTE: Animal tissues must be uncontaminated (no fixatives) and may only be animal parts and not whole animal carcasses. Any activities (including cauterization) that require advanced ventilation capabilities will need to be scheduled in designated laboratory spaces.

- Groups that bring in animal tissues are responsible for proper disposal through the Research Animal Facility (RAF)
<https://cisl.stanford.edu/content/dam/sm/cisl/documents/About%20CISL/Policies/RAF-Non-Research-Tissue-Disposal-Instructions.pdf>
- Ensure that no sensitive materials (e.g. patient or student data) are left in the spaces after the session.
- Ensure that teaching spaces are left neat and orderly (dispose of trash, bag linen, return furniture to original layout, etc.) and that rooms are vacated on time.
- For activities with industry support, faculty is responsible for adherence to the Stanford Medicine Industry Interactions Policy (SMIIP) <https://med.stanford.edu/smiip/policy.html>
- Notify Medscheduler (medscheduler@stanford.edu) directly of any problems encountered with classrooms and/or resources.
- In the event that an after-hours scheduled classroom has not been unlocked, contact Security for assistance at 650-723-7222.
- Arrange for after-hours/weekends housekeeping at least three days in advance by submitting an online Work Order Request: <https://ofweb.stanford.edu/apex/f?p=108:1:17306141499774::CREATE:NO::> or by contacting Engineering & Maintenance at 650-721-2146.
- Arrange for logistics and administrative tasks such as making schedule change requests and printing any needed materials.
- In the event of any unexpected physical findings identified on a patient actor, student, or volunteer during a learning exercise or assessment, it is the responsibility of the course director to follow the policy here: https://cisl.stanford.edu/content/dam/sm/cisl/documents/About%20CISL/Policies/POLICY-Identification-of-Physical-Findings-in-SOM-Learning-Spaces_031516.pdf
- Adhere to reporting guidelines for any accidents or injuries to their participants or faculty as outlined in the policy here: <https://ehs.stanford.edu/esu-17>

SP and US Model Use and Support Agreement

THE FOLLOWING ARE THE RESPONSIBILITIES OF THE COURSE/EVENT STAFF AND/OR FACULTY OF STANDARDIZED PATIENT ACTIVITIES:

- Work with Standardized Patient Program (SPP) to request actors for exercises when this is requested by faculty. See Standardized Patient (SP) request forms here: <https://cisl.stanford.edu/standardized-patient-program/faculty.html>
- Initial consultation for any new programs must be at least **12 weeks prior to the event** (more time is always preferred). Must provide event details such as time, date, number of SPs and specific demographic requests.
- To allow for adequate casting and trainer prep, event details and case materials will be provided to SP Staff using the following guidelines:
- **8 weeks prior to event:** repeat activities (previously held in the ILC) with NO changes from the last session.
- **4 weeks prior to event:** physical exam practice or demo only, with NO case materials to learn; Ultrasound (US) or ECG Models
- Provide student sign-ups/rotations a minimum of **2 weeks** prior to the event.
- Provide PTA or cost center number to SP Program to ensure payment of actors; SP Program will process payroll.
- NOTE: There is a 4-hour minimum payment for onsite work, and a 2-hour minimum payment for virtual work, even if the SP is used for less time. In addition, there is a 2-week cancellation/change

policy of an SP. Any program that cancels the exercise or changes their hours after this date will be responsible for paying the SPs for the time originally contracted.

- NOTE: The SPP does have actors that can be trained as a nurse confederate. Actors may have some clinical expertise.

Technology-based Simulation Use and Support Agreement

THE FOLLOWING ARE THE RESPONSIBILITIES OF THE COURSE/EVENT STAFF AND/OR FACULTY OF TECHNOLOGY-BASED SIMULATION ACTIVITIES (MANIKIN SIMULATION, SKILLS/TASK TRAINING, VR):

- Course directors must complete a consult meeting with TBS staff at least **3 weeks** before any new events. Consults may also be required for activities where course material or staff have changed, or at the discretion of the TBS Director. All materials needed for the course should be presented at the consult meeting, and it is the course director's responsibility to gather materials from any adjunct faculty.
- All correspondence regarding simulation activities should be sent to cisl_simulationists@stanford.edu.
- Provide final scenarios/course outline to TBS team **2 weeks** in advance.
- Provide and obtain signed consent forms and video release form from all learners before or after mannequin-based simulation exercises or other exercises where applicable.
- Purchase and provide items not available in the ILC, such as supplies (procedure kits, special needles, carts, EMR workstations) or consumables (skins, trachs, tissues).
- If needed and when prearranged, agree to arrive prior to exercises to review equipment, supplies, and scenarios with ILC staff.
- Provide sufficient teaching support by trained instructors for all ILC exercises.
- Ensure that students are familiar with equipment prior to its use.
- ILC staff are there to facilitate the Immersive Learning sessions and are not intended to be used as faculty.