Welcome to the School of Nursing Learning Resource and Simulation Center!

The School of Nursing Learning Resource and Simulation Center consists of three distinct lab spaces in Masterton Hall on the Portland Campus and one lab space on the Lewiston Auburn Campus. All of these spaces are managed by a full time LRSC Manager in Portland.

An orientation to The LRSC facility and equipment prior to the start of the semester is necessary for new faculty to provide an effective and safe learning experience for students. In addition, it is highly recommended for returning faculty to attend in order to learn new equipment as well as to adjust for changes in processes, procedures, and supplies that occur regularly in this dynamic and developing environment. The schedule for orientation will be arranged by your program Director with the LRSC staff. Lab policies and procedures are available in the LRSC labs 204, 305 and Sim Center and on the SON web page under Faculty Resources. We ask that you read these prior to orientation.

There will be three scheduled meetings for the partner course faculty.

1. **A Planning Meeting for the coming semester**
   This meeting brings the faculty teaching the didactic and laboratory linked courses together prior to the semester beginning in order to synchronize the syllabi of the two courses in an effort to have theory precede the hands on lab performance for the students. These meetings will be coordinated by a designated full time faculty member. Part-time faculty will be paid for attending. As much as possible, we desire for faculty to join together to standardize the plan, process, and supplies in the various sections of the same courses. (We ask that last minute changes to the lab setups be a rare exception so as to minimize the confusing cascade of issues that late changes create for lab staff and faculty.)

2. **A mid-semester check in meeting** will be scheduled to provide time for faculty to discuss any student related issues or teaching needs or adjustments. This time has been valuable as it provides for discussion and peer faculty support.

3. **The end of the semester meeting**
   Faculty have found it a valuable exercise to review and reflect upon student outcomes and faculty satisfaction with the lab content and processes at semester end. The critique of successful and less successful content in lab provides the best way to plan for the following semester.
Day-to-Day Operations:

1. **Faculty are asked to arrive to teach lab 30 minutes before the students in order to review the set ups and to prepare.** You are also asked to leave the lab in the order in which it was found. We recommend ending lab five minutes early so that the students can assist in this best practice of cleaning the work station.

2. Enforcement of the lab rules is a responsibility of each instructor. These can be found in the LRSC Policy Manual and on the SON web page under Faculty Resources. (insert the link here)

3. We have a rich resource pool of experienced faculty who provide advice and mentoring to new faculty on a range of subjects and with a variety of equipment. Don’t hesitate to ask for the information or assistance you need.

4. **It is imperative that no procedures are attempted with any manikin or lab equipment for which you have not specifically been trained or checked off by Lab staff.** For example, inserting an IV into a manikin, using sound equipment, operating the simulation computers, and even moving a manikin require you have specific safety and best practice instructions related to the various models and functions. Manufacturers provide us with specific maintenance and use guides that need to be communicated to anyone using the equipment. The LRSC staff will talk with you about the outcomes you seek for the students and arrange for the training you need to be successful with the equipment. Please take the time to plan ahead and ask us.

5. Reserving any lab space for a student activity requires advance booking of time, personnel and resources. An electronic request form is available on the SON web page (insert link) and must be completed at least a month in advance in order to confirm that resources will be available.

6. Faculty making requests for new supplies or equipment must discuss with the LRSC Manager and Director related to costs, number of students needing the item, and other information including which faculty members will be using it, whether or not it is a substitute for currently stocked or available equipment. The Lab Manager or Director will review the request and determine its feasibility.

7. Policies
   a. Policy regarding LRSC donations.
   b. Laboratory Rules and sustainability
   c. International Nursing Association for Clinical Simulation and Learning Standards for Clinical Nursing Simulation
   d. Request Form to procure new LRSC Equipment or supply item
   e. Request Form to reserve LRSC laboratory facility or equipment
   f. USM Safety manual section F and relevant chemical MSDS sheets in the labs.