



MANDATORY CLRC PRACTICE GUIDELINES

Background

The University of Saskatchewan Clinical Learning Resource Centre (USask CLRC) is deemed a laboratory space by USask Safety Resources. In addition to maintaining a professional appearance in the CLRC, fundamental health and safety practices must be followed by all faculty, staff, and students working/learning in USask laboratory environments. Additional guidelines have been established to protect the supply and/or longevity of CLRC equipment and resources.

The following mandatory practices also help to ensure that all users of the Clinical Learning Resource Centre will be able to engage—without delay—in essential teaching and learning scenarios via simulated learning spaces designed to represent realistic clinical environments.

For more information specific to lab safety, please refer to the *Laboratory Safety Manual*—in particular, *Appendix A: Personal Protective Equipment*—located on the [Safety Resources PAWS channel](#).

Violation of these guidelines will be reported to the appropriate faculty member and associate dean at the discretion of the CLRC.

Practice guidelines

Advance preparations

- Some learning sessions require participants to sign a **Confidentiality Statement/Photography Release Form** prior to participating in a simulated event.
 - Please contact a CLRC manager to confirm if this is required for your session.
- All CLRC users and visitors must **stow personal belongings** (such as bookbags, lunches, purses, etc.) in their assigned locker rooms before arrival.
- **All equipment and supplies needed for student practice must be authorized and approved in advance** by a faculty supervisor and/or a CLRC staff member.
 - **All authorized equipment and supplies must be signed out** by students at the workroom or the reception desk.

Dress requirements and professional conduct

- **All users are required to wear name tags** at all times while participating in CLRC sessions.
- **All users are expected to wear attire appropriate to their profession** while in the CLRC and CLRC-occupied spaces during simulated events.
 - **Open-toed shoes are not permitted.**
 - Wearing lab coats over street clothes is acceptable.
 - Wearing scrubs is acceptable.

- Students should **always come prepared** for their sessions, bringing with them necessary items such as white coats, lab coats, nursing uniforms, stethoscopes, etc.
- **Professional behaviour** is expected at all times in the CLRC. Users are expected to conduct themselves ethically in accordance with the high standards of professionalism related to their academic unit and the university as a whole.
 - As the CLRC is frequently used for examination purposes, it is imperative that **users remain in the space designated to their session(s)** and not wander around the CLRC.
 - To respect the teaching and learning needs of others in the CLRC, **all noise must be kept to a minimum.**
- **Food is *not* allowed in the procedural skills area, clinical exam rooms, or high-fidelity simulation rooms.**
 - **Beverages are *not* allowed at the bedsides in the procedure labs or the simulation suites.**
 - Covered beverage containers are only allowed in the Simulation Suite Control Room, in the clinical exam rooms, and in the procedure labs at the centre table and chairs area.
 - Food and beverages may be consumed in the reception area and debriefing room.

Equipment and manikin use

- **Any equipment that is damaged or found to be not working (e.g., chairs, otoscopes, etc.) should be reported immediately to CLRC staff.**
- **Anyone found intentionally damaging CLRC property or removing property and/or supplies from the CLRC without permission will be asked to leave the premises immediately.**
- **No equipment, medication, or supplies are to be used on human beings.**
 - All items in the CLRC are intended for use on simulators in a simulated clinical environment. As such, the majority of the medications and supplies are *not* sterile.
- **Manikins are to be treated just the same as a real patient.**
 - NOTE: **Gloves must be worn when touching the manikins** to avoid damage caused by skin oils.
- **Writing or drawing on the simulators is prohibited** because it will permanently remain on the skin.

Photography and video

- Due to the nature of the exams and teaching/learning scenarios conducted in the CLRC, **unauthorized photography is prohibited.** This includes unauthorized photos, videos, and/or social media posts containing sensitive examination information and/or footage of scenarios or learning environments.

- Photo/video authorization and written consent from all involved parties may be facilitated by the CLRC manager upon request.
- All authorized video recordings made at the simulation center are strictly confidential and will *not* be viewed outside of the CLRC without the written consent of all involved parties.

Post-session cleanliness

- **After a session, CLRC spaces *must* be returned to a neat and tidy state, ready to be used by the next group.**