



Spring 2026
STANDARD OPERATING PROCEDURE
MANUAL

Rhode Island Nursing Education Center (RINEC)

This Standard Operating Procedure manual includes policies related to the operations of the Rhode Island Nursing Education Center (RINEC).

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Section 1.0 Overview of RINEC Operations

Section 1.1 Security

- Campus Police are at RINEC Monday through Thursday 7:30 am – 10:00 pm and 8:00 am – 4:00 pm on Fridays.
- Incident Reporting: Please report all incidents that occur at RINEC and at South Street Landing's common spaces to the RINEC campus police officers. Officers have jurisdiction in SSL and will complete the appropriate paperwork for any incidents that occur within our facility and the larger SSL building.
- Lost & Found: Lost and found items are stored in the RINEC Copier room. Please reach out to rinec.admin@riopc.edu. They may also be brought to the main SSL security desk, in which you may check with them at the front or the campus police, who can be contacted at the workstation in the South Street Lobby, near the East Elevators.
- The RINEC hours of operation are Monday through Friday. Students are granted access 30 minutes prior to the first class, starting at 7:30am each weekday (Monday – Friday). Daily operating hours vary based on the semester's curriculum.
 - Monday-Thursday 7:30AM-10PM
 - Friday 7:30AM-4PM
- **Note:** There are exceptions to the above times for classes or meetings that occur on an infrequent or ad-hoc basis. These meetings and classes are scheduled through the RINEC administrative team to ensure that room(s) will be unlocked and that campus police will be onsite for this event.

Section 1.2 Building Access

- South Street Landing Building Access
 - South Street Landing (SSL) is a multi-purpose building. RINEC tenant space does not include: the main lobby (Turbine Hall), the raised second-floor dining area, or the elevator lobbies, which are all “common” spaces. A portion of the third floor, as well as the entirety of floors four through six, are separate tenant spaces (currently occupied by Brown University).
 - Access to “common” spaces is set by the SSL property management team. Currently these hours are set for 7:00am – 7:00pm Monday through Thursday and 7:00am – 5:00pm on Fridays. Request for “common” space access during the weekend must be made to rined.admin@riopc.edu for approval.
 - **Protocols regarding face covering and social distancing are on an institutional basis.**

- Rhode Island Nursing Education Center Access
 - Access to RINEC requires your RINEC access card as the perimeter is locked 24/7. Access will not be granted without an RINEC access card.
 - Faculty and staff have access to the RINEC facility 24 hours per day, 365 days per year. Student access is limited to the RINEC hours of operation. Students are not allowed in the RINEC space during off-hours, unless for a scheduled activity and accompanied by a faculty or staff member.
 - The RINEC hours of operation are Monday through Friday. Students are granted access 30 minutes prior to the first class, starting at 7:30am each weekday (Monday – Friday). Daily operating hours vary based on the semester’s curriculum.
 - Monday-Thursday 7:30AM-10PM
 - Friday 7:30AM-4PM
 - Weekend Access
 - Students are not allowed in the RINEC space during off-hours unless for a scheduled activity, accompanied by a faculty or staff member or has received approval by rinec administration. Students must reach out to rined.admin@riopc.edu for approval. Specific guidelines and rules must be followed or access to the facility will be denied.

Section 2.0 Administrative Policies

Section 2.1 Access Policies

Faculty, staff and students who require access to the building will receive an RINEC access card. Policies and procedures related to these access cards are outlined below:

- Requests for a RINEC access card must be submitted by the appropriate institution.
- RINEC administrative staff will distribute labeled access cards to faculty or institutional staff during the first days of the semester to distribute to students within their classes.
- **Upon signing the RINEC ID Access Card Agreement applicants agree to all policies and procedures associated with possession and use of card. It is your responsibility to protect your RINEC access card. Each card is tied to the individual. Do not share your RINEC access card.**
- If you misplace or lose your RINEC access card, please notify the RINEC administrative team (rinec.admin@riopc.edu or faith.hanson@riopc.edu) **immediately**. This allows us to deactivate the card, so others cannot use it.
- A fee of \$15 will apply to reissue a card that has been lost, misplaced, or damaged beyond normal wear and tear.
- If you experience any issues with your RINEC access card, please report the issue to the RINEC administrative team by email at rinec.admin@riopc.edu or faith.hanson@riopc.edu. Please do not report access issues to building security (main lobby security).
- **Please do not open the door or hold the door open for anyone unless you know them by name.** RINEC Campus Police are onsite and can assist individuals with access issues if they do not have their access card on them – it is not your responsibility.
- Access cards should be returned to their respective institutions at the end of a student's term. If a student is returning as a graduate student, they should receive an access card with the graduate student credentials.
- Access cards will be evaluated over a 2-year cycle. Any card that is 2 years or older and has been inactive for 6 months will be deactivated from the system unless otherwise specified. If an access card needs to be reactivated, please reach out to rinec.admin@riopc.edu.

Section 2.2 Parking Policies – South Street Landing Garage

This policy applies to all RINEC community members who utilize the South Street Landing (SSL) Parking Garage.

- The South Street Landing Parking Garage is privately owned. We do not have any ownership stake in this facility. Our campus police are restricted to their jurisdiction, which is our RINEC space within the South Street Landing building. The garage ownership is responsible for securing the garage.
- Requests for an SSL Parking Garage pass must be submitted to the institution.
- All parking garage passes are distributed through the individual institutions. Please contact your administrative or parking staff to obtain a parking pass for the garage.
- If at any time your vehicle information changes, please update your institution's administrative team as soon as possible. This information should then be relayed to the RINEC Administrative Team at rinec.admin@riopc.edu for record keeping.
- It is recommended that each individual records their parking pass ID number for their own records in case it is lost or stolen.
- All lost parking passes must be reported to the institution's administrative or parking team as soon as possible to ensure they are deactivated by LAZ Parking Management.
 - Lost parking passes come with an associated fee per parking garage management policies and procedures.
- Upon transfer or termination of employment (faculty/staff) or completion of RINEC curriculum (students), parking passes must be returned to the institutional Dean's suite at RINEC.

Section 2.3 Maintenance (Work Order) Policies

This policy applies to all individuals working in RINEC space who need to submit a work order request to the property management team at South Street Landing.

- All facility-related requests (issues with the HVAC system, office door locks, work order status updates, etc.) may be submitted via email to faith.hanson@riopc.edu.
- Any work order requests that will create an additional expense to the RINEC Operating Budget need to be approved by the respective Dean and the RINEC Executive Director. Please do not submit a work order request of this type without prior approval.

Section 2.4 Office Policies

This policy applies to all individuals who occupy an office space within the RINEC tenant space.

- Keys must be requested through the institution's administrative team, who will work with RINEC facilities staff to obtain the appropriate key(s). A minimum of 3-business days advanced notice to the RINEC staff is requested.
- Individual faculty or staff members must schedule an appointment with RINEC staff to complete the RINEC Key Distribution Form and to obtain the key(s). Appointments may be scheduled by email at faith.hanson@riopc.edu or rinec.admin@riopc.edu.
- Lost or stolen keys must be reported to RINEC staff (faith.hanson@riopc.edu). There is an associated \$25 fee per lost key.
- Keys may not be duplicated by anyone other than SSL Property Management.
- Additional policies and procedures include restrictions on items that can be housed within our tenant space. Restricted items include, but are not limited to, personal refrigerators, small appliances (i.e. Keurigs, coffee makers, tea pots, etc.), personal furniture, coat racks, candles, balloons, and flammable materials.
- Please ensure perishable items are consumed within a responsible time-frame and empty trash receptacles to limit the potential for infestation.
- All keys must be returned to the RINEC administrative staff upon transfer, separation of employment, or at the request of the institution.

Section 2.5 Scheduling Policies

This policy applies to all institutional faculty and staff when requesting use of RINEC space for supplemental events/activities.

- Please note that priority is given to all primary nursing curricular and academic activities. Non-curricular activities and non-academic events or activities not associated with either RIC's or URI's nursing programs will be given consideration after all curricular activities have been accounted for.
- Requests for use of the RINEC space for supplemental activities must be made at least 5-business days in advance of the event.

- Faculty and staff need to submit these requests via the classroom or simulation request form. Emails for scheduling can be sent to the administrative team:
 - Director: bonnie.rayta@riopc.edu
 - Admin Manager: faith.hanson@riopc.edu
 - Ops Coordinator: malari.martin@riopc.edu
- **Please allow a minimum of 1-2 business days for processing. A confirmation email will be sent to the requester with the reserved room(s).**

Section 2.6 Event Policies

- Permitted activities at the Rhode Island Nursing Education Center (RINEC) include:
 - Any activity related to the delivery of curriculum for Rhode Island College (RIC) and University of Rhode Island (URI). This is also extended to the Community College of Rhode Island (as a public higher education institution in Rhode Island).
 - Fundraising events/related meetings limited to the three public higher education institutions.
 - External party requests will be considered on a case-by-case basis.
 - When RINEC is not in use for curricular activities, it may be available for other events. For more information, contact the RINEC administrative team at faith.hanson@riopc.edu and bonnie.rayta@riopc.edu. Please contact the staff at least 15 business days in advance of the proposed event.
 - In your email communication, please include as many event details as possible: proposed day(s)/time(s), number of attendees, catering requirements (food and/or alcohol), space needs. The approval process for event requests is a multi-step process; as such, an immediate response may not be possible.
 - Note: Non-permitted activities at RINEC include: any activity that would pose a disruption to the delivery of curriculum; any private social activities, such as weddings and related receptions, anniversaries, family reunions, birthday parties, or similar; any private fundraising event.
 - The RINEC External Fees are a guideline that is used to estimate charges but is subject to change based on event type and needs.
- General Event Guidelines

- Viewing of event space must be coordinated through the RINEC administrative team.
- Please note that the event timeframe should include set-up and take-down time.
- Any event signage needs to be provided by the client and must be approved ahead of time.
- Any items left behind from the event will be held in the RINEC Administration Suite for pick-up for five business days. At that time, it will be disposed of and/or donated.
- Additional Fees
 - Cleaning and security services are available; there is a 4-hour minimum for each. Cleaning fees for 2025 are set at a rate of \$32/hr during the week, and \$35/hr for the weekend.
 - Events outside of our normal operating hours will incur a Property Management fee and administrative fees for RINEC staff support.
- Approved Caterers
 - Please notify RINEC if a caterer will be used for events, as well as whether there will be alcohol provided. All alcohol must be served by a TIPS Certified Bartender.
 - Approved Caterers include: Fire Works, Pranzi, Russel Morin, Bagel Gourmet, and Brown University.

Section 2.7 Visitor Protocol (Please see full protocol & description in appendix)

- All visitors must check in at the main RINEC security/reception desk upon arrival.
 - A valid form of identification (e.g., driver's license, school ID, work ID, or passport) is required at the time of sign-in
 - After signing in, visitors visit the RIC or URI main offices as appropriate before accessing RINEC
- Visitors will be asked to sign the Visitor Log.
- Visitors will receive a clip-on "Visitor" badge to wear during their stay.
 - RINEC to supply badges

- If authorized in advance, a temporary access card may be issued.
 - To request, contact Faith Vail at faith.hanson@riopc.edu or (401) 290-8838.
 - RINEC will not supply access cards or schedule main doors to be unlocked unless a request was made prior to the individual's visit.
- Visitors must return both the badge and/or access card at check-out.

Section 2.8 Additional COVID-19 protocols

- As of July 2021, RINEC will be operating at full capacity. (See below for room capacity sizes.) The administrative team will continue to monitor state and federal guidance related to COVID-19 and may reduce room capacity in order to limit the spread of the coronavirus. If these measures were to go into effect, all stakeholders will be promptly notified.
- As the RINEC administrative team implements measures to reduce risk, we ask for flexibility in scheduling, particularly for larger orientation days or larger classroom spaces.
- Time will be built into each schedule for cleaning and room reset between each classroom usage of separate cohorts.
- We ask that the faculty do their best to stay close to the schedule, as it has been developed and designed to allow for the least amount of contact and social spacing requirements and to allow for effective cleaning and sanitation of spaces and equipment.

Section 2.9 Study Room Policies

- As part of our ongoing efforts to optimize the use of available facility spaces, we are returning to a first-come, first-serve system for RINEC study spaces. This change of the ability for students to contact RINEC staff to reserve a room aligns with our commitment to providing access to all students while addressing the limitations of managing reservations with our current resources.
- All group study rooms (8), seminar rooms (7), and individual testing rooms (6) will remain unlocked and available on a first-come, first-serve basis.
- Seminar rooms will follow this policy as well to provide more rooms with the exception of scheduled courses, which will be clearly indicated on weekly schedules posted on each door.

Section 3.0 Technology Policies

Section 3.1 Acceptable Use of Technology at RINEC

- Technology resources include audio/visual equipment, computers, mobile devices, and network infrastructure in all learning spaces within RINEC, including, but not limited to: classrooms, study spaces, conference spaces, seminar rooms, skills labs, and simulation rooms. Acceptable use of these resources must be legal, ethical, and show respect to the RINEC community in the use of this shared resource. Use must also demonstrate acknowledgement of and respect for intellectual property, ownership of data, system security, and individual rights to privacy.
- Among other inappropriate activities, individuals shall not use RINEC IT resources to libel, slander, or harass others, violate others' privacy, use network scanning programs without permission, attempt entry to non-public hosts, tamper with security measures, or perform illegal acts. Nor shall individuals interfere with the proper functioning of the IT resources or unreasonably interfere with the ability of others to make use of those resources. The RINEC staff may take immediate action to restore the proper functionality of equipment if it determines that such use is in progress.
- Users have a responsibility to maintain and protect the integrity of all shared IT resources.
- The technology policies of the home institutions are in effect at RINEC. These documents are available on the institutional websites.
- Applicable local, state, and federal laws apply to all RINEC technology users.

Section 3.2 Requesting Technology Support or Resources

The RINEC Helpdesk team can answer a wide range of questions and are the first point of contact for technology support at RINEC.

- Technology support is available at RINEC during hours of curriculum delivery. Please contact: ellis.garcia@riopc.edu with a cc to rinec.helpdesk@riopc.edu or assistance. Examples of technical support requests include, but are not limited to:
 - Unresponsive equipment such as a keyboard, mouse, web camera.
 - TVs or projectors not displaying correct items.

- Equipment damaged physically.
- All other issues associated with learning space technologies.
- **Note: email rinec.helpdesk@riopc.edu is the preferred option of communication as it will provide a faster response during times with a high volume of requests.**
- Remote support may be available for faculty and staff at RINEC.
- Note: Our team is unable to support institutional systems (Blackboard or Sakai) and as such, will refer you to your institutional technology support services.
- Training for equipment is available by contacting ellis.garcia@riopc.edu with a cc to rinec.helpdesk@riopc.edu The RINEC Helpdesk team can tailor training to the course needs and the people involved.
 - If you wish to schedule technology assistance during a specific class time, please email rinec.helpdesk@riopc.edu at least 48 hours in advance.
- Equipment available for reservation includes: Owl cameras, institutional laptops, document cameras, and response clickers. Please email ellis.garcia@riopc.edu with a cc to rinec.helpdesk@riopc.edu at least 24 hours in advance to request equipment for your class session.
 - Note: There are a limited number of these shared resources and may not be available during high volume times.
 - RINEC Staff will deliver and retrieve equipment at the scheduled times.
- RINEC Helpdesk may offer limited support for personal devices.

Section 3.3 Technology Use Guidelines

The following guidelines will help ensure technology resources remain in an operating state for use by the RINEC community.

- Equipment may occasionally fail. Be sure to follow any supplemental instructions that are posted on or near technology resources. Failure to do so can cause damage or make a system unusable for the next event.

- Please ensure you have presentation materials accessible in two locations. For example, on a thumb drive and on the institutional intranets (Blackboard/Sakai). The RINEC Helpdesk will be unable to assist in situations where these resources are unavailable.
- When finished in a classroom/space:
 - Turn off any projectors or TVs, these are controlled using the touch panels located in each room.
 - For built-in computers, log-out of any website/applications and delete any materials. Please leave the computer on for the next user.

Section 4.0 Simulation Policies

Section 4.1 Introduction

The role of this section is to provide an overview of the policies and procedures associated with simulation spaces and the skills labs at the Rhode Island Nursing Education Center. It will also outline the responsibilities of the Simulation Specialist.

Section 4.2 Operating Hours

- The daily hours of operation for the Simulation Center will vary based on the curricular needs of the nursing programs. The hours will primarily consist of Monday - Thursday 7:30am to 5:30pm; Friday - Saturday 8:00am - 3:00pm. Any requests for simulation spaces must be made through emailing rined.simulation@riopc.edu. See below for more details on scheduling.
- To properly secure the RINEC simulation spaces, the equipment and facilities must be closely monitored and coordinated by simulation staff. It is the responsibility of the designated faculty to open and close the simulation space that has been assigned to them for that specific date/time. Simulation staff will serve as a fail-safe to ensure these spaces are restocked and locked prior to their departure from RINEC.

Section 4.3 Responsibilities of the Simulation Specialist

Simulation Specialists provide technical and non-technical assistance to support the simulation areas of the Rhode Island Nursing Education Center (RINEC). Primary duties of the simulation staff consist of providing operational support for all simulation labs and equipment, troubleshooting issues, and correcting system irregularities.

Simulation Specialists will work alongside the other RINEC staff, URI-CON faculty, and RIC-SON faculty to provide a level of simulation support that is up-to-date and on par with the most modern medical advances in the field of simulation operations. These standards are determined by faculty from both RIC-SON & URI-CON.

Primary responsibilities of the Simulation Specialist include:

- Setting up both skills labs and simulation spaces per the request of the faculty
- Operational control of the simulation (running the manikins & software)
- Maintaining supplies for simulation and skills activities

- Technical troubleshooting of simulation equipment and software
- Cleaning/disinfecting the equipment before and after simulation or skills activities.

Please note: The Simulation Specialist will not assist in curricular activities, including pre-brief, de-brief, and case scenario.

Section 4.4 Simulation Spaces

The simulation spaces at RINEC include observation, debrief, and procedure rooms on the first floor, as well as the skills and health assessment labs on the second floor. Please see the Appendix for a list of the simulation spaces and their room capacities. **Faculty must be aware of the room capacity and abide by those standards set.**

Due to the ongoing public health risks associated with the COVID-19 pandemic, the administrative team at RINEC may adjust room capacity limits at any time based upon guidance from state and federal public health authorities.

Section 4.4.1 Schedules

Curricular schedules are posted on a semester-by-semester basis. RINEC simulation staff will work with designated faculty from each program to learn their preferences for operating the simulation space during their curricular activities.

Scheduling Simulation and Skills Lab Activities: To streamline communication and ensure that all curricula are being delivered to the anticipated level of excellence, we request that all simulation activities hosted at RINEC be scheduled in accordance with the policies listed below.

- Requests should be made by the lead faculty for that course Requests should be made via rinec.simulation@riopc.edu.
- Spaces are scheduled on a first-come, first-serve basis. An email will be sent out indicating a scheduling deadline. After the scheduling deadline has passed, please note that your desired space may not be available. Generally, we ask that simulations be requested the semester beforehand. Simulations can be requested the semester of, but we cannot ensure the room or space will be available.
- If you are requesting a new simulation or activity, we asked that you schedule time to meet with the simulation time to ensure all needs are met for your activity.

- For each simulation activity please include **all anticipated needs**: supplies, manikins, patient actors, staff needs (tech, IT support), equipment, etc.
- As of August 2021, the facility will be operating at full capacity.

Due to the ongoing public health risks associated with the COVID-19 pandemic, the administrative team at RINEC may adjust room capacity limits at any time based upon guidance from state and federal public health authorities. Risk mitigation guidance may also affect how simulations and skills labs are scheduled, in order to reduce the number of students and faculty in a given space at one time.

- At least one week before the simulation, a sim team member will reach out and confirm the schedule and student numbers. We ask that the faculty do their best to stay close to the schedule, as it has been staggered for social distancing measures, as well as for cleaning purposes.
- Due to global supply disruptions, supplies may be limited. The simulation team will inform faculty if a supply is requested that we are unable to provide.
- It is imperative that faculty members provide as much detailed information as possible. Exact quantities are required, as all RINEC supplies are a shared resource, and it is our mission to provide the best possible service to our students, faculty, and staff.
- Please indicate if the RINEC Simulation Specialist will operate your simulation or the institution will provide operations for the simulation.

Due to the ongoing public health risks associated with the COVID-19 pandemic, the administrative team at RINEC may limit the number of people allowed at one time in the simulation spaces, including the control/observation rooms.

- If there are any changes to your simulation activity, please let the sim team know at rinec.simulation@riopc.edu.
- We ask that faculty let us know as soon as possible when a simulation has been canceled so we can inform assigned patient actors, graduate students, and the simulation team.

Section 4.4.2 Sim Control

The control center is used to run simulation exercises. This area needs to be maintained to ensure that it always remains fully mission capable. The simulation operator will organize any remaining documents after simulations have concluded and place them into the designated folders for each program. If faculty do not pick-up their left-over documents by the end of the month, these will be disposed of into the proper receptacles.

- All observation rooms, except room 106, have a capacity of 3 people, which generally include the technician/GA and the faculty/instructor. Room 106 has a capacity of 6.

Due to the ongoing public health risks associated with the COVID-19 pandemic, the administrative team at RINEC may limit the number of people allowed at one time in the simulation spaces, including the control/observation rooms.

- We ask that students and faculty continue to clean spaces and equipment on a regular basis. At the end of the day, each observation room will be cleaned with EPA/CDC approved wipes by the simulation operator.
- There will be no switching of observation rooms or debriefing rooms by operators or faculty.
- You must be a trained simulation team member before you are able to run a simulation exercise independently. Please reach out to rinec.simulation@riopc.edu to request training or contact your school specific simulation director.

Section 4.4.3 Manikin Operations

RINEC has many high-fidelity manikins that are used for simulations. All staff who would like to operate the manikins must be trained by a simulation team member, as mentioned above. The instructors should relay the following information about the manikins to their students.

- DO NOT write on the manikins or trainers.
- DO NOT use water soluble lubricants on the manikins. The appropriate manikin lubricant will be provided, if needed, by the simulation staff.
- Manikins can be cleaned with soap and water or 70% isopropyl alcohol using a cloth or wipe. Please do not spray solutions directly on the manikins.

Section 4.4.4 Staging Simulation Exercises

The storage space in the Sim Control Rooms contain documents specific to each simulation exercise. All equipment and supplies will be stored either in the sim room, the Central Storage Room (1st floor) or other sim storage spaces (2nd floor). RIC and URI faculty have a storage rack in the second floor Sim Storage Room where they can store simulation materials if needed. If school specific items are left in the RINEC simulation/skills spaces, these items will be placed in the designated storage space.

Due to the ongoing public health risks associated with the COVID-19 pandemic, the administrative team at RINEC may limit access to the storage spaces to RINEC staff only.

- Simulation exercise set-up must be provided in the request form sent to the simulation team. Please provide as much detail as possible on how you would like the room setup, the medicine cart prepared, and the manikin prepared.
- The simulation team will notify the lead faculty if any equipment or consumables are not available through the simulation center.
- Please make sure to submit simulation requests on time and with any specific supply needs indicated, as we cannot promise to have needed supplies if requests are late.
- Medication carts and rooms will be supplied with the requested supplies and will not contain unneeded equipment for the simulations.
- Manikins will have a disposable sheet on them rather than the regular cloth linens. These will be switched out after every simulation.

Section 4.4.5 Room Orientation

Please refer to the checklist located in each simulation room. In the event these checklists are removed from the room, please print and repost in the appropriate space.

- Room orientations can be provided by the Graduate Assistants, Faculty, and Simulation Specialist. Faculty must request the Simulation Specialist to do a room orientation ahead of time and their orientation will focus on the technical aspects of the room, as they cannot review anything of a curricular nature.
- A room orientation video can be created at your request and that can be viewed by the students before the simulation. This request must be submitted to rinec.simulation@riopc.edu at least 2 weeks prior to the simulation date.
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Section 4.4.6 Manikin Maintenance

The Laerdal manikins are a long-term investment for RINEC and need to be maintained after each simulation activity. Use Sani-Cloths, soap and water, or 70% isopropyl alcohol to wipe-down the Laerdal manikins. Simulation Specialists should check to make sure that all manikins are turned off before they leave for the day.

Section 4.4.7 Accessing Videos

Videos are accessed through the CAE learning space.

- Faculty and/or graduate assistants may be provided access to the CAE system as either a RIC-SON educator or URI-CON educator.
- Videos should only be recorded with the approval of the faculty.
- Recordings will be deleted based on the institution's protocols.
- If you are unsure whether you have access to the CAE system/recordings, please email the simulation manager at rinec.simulation@riopc.edu.

Section 4.4.8 Additional COVID-19 Protocols for Simulations and Skills Labs:

Due to the ongoing public health risks associated with the COVID-19 pandemic, the following protocols may be enacted to help reduce levels of transmission.

- Due to the ongoing public health risks associated with the COVID-19 pandemic, faculty, and staff are expected to follow masking and social distancing guidelines provided by their respective institutions.
- We ask the students to bring their own stethoscopes to simulation and skills activities. Stethoscopes will not be left in simulation rooms but will only be provided by request.
- Students are expected to clean/disinfect their stations once they have completed a skills activity. RINEC staff will not be able to clean in between each skills station.
 - EPA/CDC approved wipes will be available.
- Students are expected to clean/disinfect the manikins, equipment, and surfaces touched during a simulation.

- In addition to the cleaning between simulations and skills labs, at the end of the day the manikins will be cleaned with soap and water and disinfected with 70% isopropyl alcohol by RINEC staff.
- At the end of the day, the equipment and surfaces will be cleaned and disinfected with EPA approved wipes.

Section 4.5 Standardized Patient Suite

- The Standardized Patient (SP) Suite includes the following spaces:
 - A173 – Classroom
 - A175 – Observation
 - A176 - A185 Standardized Patient Rooms (10 rooms total)
- SP Suite maintenance/inventory and restocking: RINEC simulation staff will ensure that spaces are set-up and disassembled after each SP session. Each individual room will be ready for the educational activity prior to the start of the session and each space must be cleaned-up after the conclusion of the activity. Supplies will be stored in each individual room as well as in the Central Storage Room (1st floor). Staff will track the status of supplies and be sure to order supplies with ample time to restock prior to the exhaustion of supplies.

Section 4.6 Standardized Patient/ Actors Recruitment and scheduling

Standardized Patients (SPs)/Actors are recruited for simulation activities at RINEC as requested by the faculty. Faculty requests must be submitted with the simulation activity space request to allow enough time for recruitment and scheduling.

This procedure outlines how SPs/ Actors are hired by RINEC staff for use in simulations.

- RIC SON or URI CON faculty requests SPs/actors(s) for their scheduled simulation activity. Simulation case(s) and activity date(s)/time(s) should be provided so the RINEC simulation team can ensure the SP/actor meets the required demographics and is comfortable with the scenario.

- RINEC may advertise this position to recruit an appropriate pool of SPs/actors. The faculty can also recommend individuals with whom they have worked and had positive experiences in the past.
- SPs/actors can be scheduled to meet with either program simulation educator prior to starting work. Such meetings/training, however, need to be coordinated through the RINEC simulation team.
- RICSON has provided a training module that must be completed by each newly hired actor/SP.
- SPs/actors are required to be vaccinated. All SPs/actors will be required to follow the respective institutional policy regarding face masks and social distancing.

4.7 Inventory Control

Note: Only RINEC staff are authorized to access the storage rooms.

- **Ordering Supplies:** Needed supplies will be ordered during two periods December/January and June/July. Supplies requested by an individual program must be approved by that institution and will be charged to that institution. Supplies that are required by more than one institution will be purchased by RINEC as a shared resource.
- **Stocking Supplies:** Supplies are stored in the first-floor central storage and second-floor storage rooms. Inventory for main consumables (syringes, needles, saline bags, ect.) will be taken every other week. Inventory for all supplies will be recorded two times a year, in December and July. Simulation specialists are accountable for knowing when supplies are running low and when they need to be reordered.
- **Disbursement of Supplies:** Supplies are disbursed per faculty request. If an inventory item is not requested before the simulation during the scheduling process, the supply may not be available to use. If requested supplies need to be restocked during a simulation, please advise a simulation specialist and they will restock the requested material. Please note that if there are large discrepancies from the original request, these items may not be provided.
- There is continued limited availability of certain items. The simulation staff will keep faculty informed of any issues with obtaining requested supplies.

4.8 Safety Precautions

- Food is not authorized in the simulation areas, including the operation rooms. This will be closely monitored and strictly enforced
- We ask that students bring a limited amount of personal materials with them.
- Beverages are only allowed in debrief rooms if they have a lid. All spills must be cleaned-up immediately. If spills occur on carpets, simulation staff must be notified so management can appropriately address the situation.
- Trash containers are located throughout the simulation center. All garbage must be thrown away and the simulation rooms left clean.
- **Under no circumstances may needles, syringes, or catheters be removed from the simulation spaces.**
- Needles, catheters, and hazard containers must be stored and double locked.
- All injuries in the Simulation Center are to be reported immediately to the faculty and/or simulation staff. Each injury must be reported according to the policies and procedures of the individual institution.

Appendix

Appendix A

RINEC Room Capacities : See below for rooms with full capacity numbers

Due to the ongoing public health risks associated with the COVID-19 pandemic, the administrative team at RINEC may issue new room capacity limits in alignment with state and federal public health guidance.

FIRST FLOOR

A102 Debrief Room (capacity of 12)
A104 Multi Purpose Lab (capacity of 24)
A106 Observation Room – shared (capacity of 6)
A107 Debrief Room (capacity of 12)
A108 HPS Room (capacity of 12)
A109 Observation Room (capacity of 3)
A111 HPS Room (capacity of 6)
A113 Observation Room (capacity of 3)
A115 OR Room (capacity of 6)
A117 Debrief Room (capacity of 12)
A118 HPS Room (capacity of 6)
A120 Observation Room (capacity of 3)
A124 Observation Room (capacity of 3)
A125 Debrief Room (capacity of 12)
A126 HPS Room (capacity of 6)
A127 Observation Room (capacity of 3)
A129 HPS Maternity/Delivery Room (capacity of 6)
A130 Debrief Room (capacity of 12)
A131 Debrief Room (capacity of 12)
A132 HPS Pediatric Room (capacity of 6)
A133 Debrief Room (capacity of 12)
A134 Observation Room (capacity of 3)
A136 Observation Room (capacity of 3)
A137 Observation Room (capacity of 3)
A138 HPS Room (capacity of 6)
A139 CRNA Sim Room (capacity of 6)
A143 Debrief Room (capacity of 12)
A146 Debrief Room (capacity of 12)
A147 Home Care Lab - A143 (Debrief)

SECOND FLOOR

A201 Pediatrics Skills Lab (capacity of 12)
A204 Maternity Skills Lab (capacity of 12)
A205 ICU/Critical Care Skills Lab (capacity of 12)
A207 Health Assessment Skills Lab (capacity of 24)
A209 Health Assessment Skills Lab (capacity of 24)
A211 Open Practice Skills Lab (capacity of 20)
A213 Med/Surg Fundamentals Skills Lab (capacity of 20)

THIRD FLOOR

A303 Scale-Up Classroom (capacity of 60)
A304 Scale-Up Classroom (capacity of 60)
A305 Classroom (capacity of 40)
A306 Classroom (capacity of 80)
A307 Classroom (capacity of 40)
A308 Lecture Hall (capacity of 150)
A316 Classroom (Capacity of 40)
A325 Seminar Room (Capacity of 20)
A326 Seminar Room (Capacity of 20)
A327 Seminar Room (Capacity of 20)
A329 Seminar Room (Capacity of 20)
A330 Seminar Room (Capacity of 20)
A331 Seminar Room (Capacity of 20)
A332 Seminar Room (Capacity of 20)

Appendix B

Visitor Sign-In & Access Protocol

To establish a clear, consistent process for managing all visitors to RINEC, including visiting

lecturers, contractors, and guests of the University of Rhode Island College of Nursing (URI CON), Rhode Island College School of Nursing (RIC CON), and RINEC staff. This process improves building awareness, access coordination, and safety.

Step-by-Step Procedure for Visitors:

Visitor Check-In Process (Main Lobby Desk):

- All visitors must check in at the main RINEC security/reception desk upon arrival.
 - A valid form of identification (e.g., driver's license, school ID, work ID, or passport) is required at the time of sign-in
 - After signing in, visitors visit the RIC or URI main offices as appropriate before accessing RINEC
- Visitors will be asked to sign the Visitor Log.
- Visitors will receive a clip-on "Visitor" badge to wear during their stay.
 - RINEC to supply badges
- If authorized in advance, a temporary access card may be issued.
 - To request, contact Faith Vail at faith.hanson@riopc.edu or (401) 290-8838
 - RINEC will not supply access cards or schedule main doors to be unlocked unless a request was made prior to the individual's visit.
- Visitors must return both the badge and/or access card at check-out.

Who Should Use This Process:

- Visiting lecturers or guest speakers without RINEC access
- Vendors, contractors, or guests of RIC/URI faculty or staff
- Guests attending meetings, specific activities or tours
 - Coordinators should use this process in lieu of a whole event group
- Any visitor who is not already issued a RINEC access card

Faculty/Staff Expectations (URI CON & RIC CON):

- If RINEC support is requested, please notify RINEC front desk staff (or designated coordinator) at least 24-48 hours in advance when expecting visitors.
 - Include guest name, arrival time, visit purpose, and destination within the building.
 - If a temporary access card is required, note this in the request (limited availability).
 - RINEC staff do not need to be made aware of visiting guests who are specific only to RIC or URI, unless RINEC was previously asked to support a tour or access to RINEC spaces, or where faculty/staff deem it necessary to notify us. However, all visitors are still required to sign in for general awareness.
- Institutions are responsible to provide escort instructions to visitors if applicable. Faculty/staff (URI CON or RIC SON) are responsible for retrieving visitors if escort is needed.

RINEC Staff Responsibilities:

- Maintain the Visitor Log monthly.
- Distribute and collect Visitor badges and temporary access cards (when available).
- Follow up with faculty/staff on unannounced visitors when needed.
- Notify Property Management of any issues related to building access or guest concerns.

- RINEC will host a white binder with visitor sign-in sheets, which we will review monthly for our records. We ask that Security save the binder and share it with us each month when we stop by to pick it up.

Security Responsibilities:

- Issue a visitor badge only after the visitor has signed in.
- Record the visitor's time in and time out in the log.
- Request the return of any access card (if issued) and the visitor badge at check-out.
- Provide directions or assistance.
 - Guide visitors to their destination or call the host if the visitor needs escorting.
- Communicate with RINEC staff as needed.
 - Notify RINEC staff about unexpected visitors or any concerns.
- Host the Visitor Log Binder
 - Keep the binder secure at the main desk and ready for RINEC staff's monthly review.

Guest Departure:

- All visitors must return badges and access cards at the front desk before leaving.
- The Visitor Log must be signed out with time of departure.

Additional Notes:

- A sign with this protocol will be placed at the RINEC front desk.
- Regular reminders will be shared with URI and RIC program coordinators to ensure compliance.
- Feedback on this procedure can be directed to Faith Vail, Manager of Facilities & Administration.