

iCELS Facility Protocols

We are committed to maintaining the iCELS as a professional clinical learning space to ensure that all of our users have an optimal clinical training experience. To that end, our expert faculty and staff have compiled guidelines for use of the simulation center and equipment. Guidelines also ensure equitable access to the facilities by programs throughout the academic medical center as well as our colleagues throughout the region. We welcome iCELS users throughout the year and ask that they familiarize themselves with our procedures and expectations to ensure safety and efficiency.

Reception

- All activities in the iCELS must have a confirmed reservation. Copies of confirmed reservations will be available at the reception desk for each week's activity in iCELS.
- All participants must sign in at the iCELS reception area (ASC-3 23) for each scheduled session.
- Access badges are available for extended sessions. To obtain a badge, check in with reception to sign one out. You will be asked to leave your ID badge at reception when you sign out an iCELS access badge.
- A public phone is available in the iCELS reception area.

Use of iCELS rooms

- Please leave all training spaces and equipment as you found them.
- Return all supplies, equipment, and furniture to their original locations/positions.
- Clean and sanitize soiled surfaces.
- Food and drink are not allowed in the exam rooms, scenario rooms or labs. Food and drinks with lids are allowed in debriefing rooms and meeting rooms only.

Professionalism

- iCELS users are expected to behave professionally, consistent with expectations for actual clinic settings, at all times while using the Center.
- Keep noise to a minimum, as many activities may be taking place within the iCELS at any given time.
- Inappropriate behavior may lead to dismissal from the iCELS and limited future use.

Universal precautions

- iCELS users should follow universal precautions against infectious disease while participating in clinical activities.
- Universal Precautions Guidelines can be found inside the exam room cabinets in the iCELS and can be provided upon request.
- Users should exercise their own discretion and good judgment regarding their participation in activities in the Center while ill and the potential for spreading their illnesses.

Loss and theft

- The iCELS maintains limited spaces for the storage of personal items during events.
- It is each individual's responsibility to assure the security of their belongings, understanding that a range of individuals may be entering these spaces.

Damage to equipment and the facility

- Users will be assessed for the replacement or repair cost of any equipment or facilities that are damaged, destroyed, or lost during use.

Borrowing Equipment

Mobile equipment may be borrowed from the iCELS by faculty, at the discretion of the iCELS faculty/staff.

To borrow equipment, submit a completed request form to the [iCELS](#). You will receive confirmation regarding equipment availability.

Care must be taken with any equipment borrowed from the iCELS. Should equipment sustain any damage, the requestor will be responsible for damage; monetary compensation will be required.