



NOTRE DAME
OF MARYLAND
UNIVERSITY

SCHOOL OF NURSING



Center for Caring with Technology

STUDENT HANDBOOK

2026 - 2027

This Handbook contains essential policies and procedures for the Nursing major. Students should read and retain this book throughout the program of study.

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Introduction

Welcome to the Center for Caring with Technology (CCT) at Notre Dame of Maryland University. The CCT is a space for learning and practicing the art and science of nursing, using simulation technology that is grounded in caring. It is a place where learning experiences are created that lead our students to uncover and respond to that which matters in patient situations, uncovering patterns of meaning for each person or family member, and what Benner (2010) calls the sense of salience. The spaces within the CCT are intentionally designed to support caring, reflection, learning, multiple ways of knowing, and transformation. Learning opportunities using human patient simulators and/or standardized patients will involve simulation scenarios using best practices of simulation learning.

Simulation, whether low or high fidelity (the level of realism), can have a transformative effect on student learning. The creation of simulation learning experiences for all clinical courses will support the achievement of the School of Nursing program outcomes of **Presence, Praxis, Advocacy, Leadership, Scholarship, and Self-care**. The philosophy of the caring science curriculum from the work of Hills and Watson (2011) will be infused into each simulation experience with an emphasis on authentic human caring and presence. Every attempt will be made to include all experiential factors to make the student learning experience realistic and authentic. For enhanced learning, all students are expected to come to the CCT prepared. The faculty will provide students with constructive feedback and debriefing of their performance, while students will self-analyze their performance and use critical thinking during the reflection process.

The CCT is also designed to allow the student an opportunity to master the psychomotor abilities necessary to competently and safely perform nursing skills. Success is built on preparation, practice and application.

Policies and procedures in this handbook are provided to ensure an efficient, safe, clean, and a well-maintained CCT environment for promoting optimal learning opportunities for all users, while defining the rules for the use of task trainers, manikins, and other equipment.

General Information

Located on the third floor of the University Academic Building, The Center for Caring with Technology is an 8300 square foot space that includes two health assessment labs, two adult medical-surgical labs, an obstetrical/newborn/pediatric lab with a home health component, and two standardized patient examination rooms.

High fidelity human patient simulators include:

- Two SimMan 3G manikins
- Maternal manikin and Newborn HAL
- 5-year-old HAL
- SimBaby Infant

Other simulators include:

- SimPad capable Nursing Kelly and Nursing Anne
- Super Chloe
- Advanced Geri manikin
- Mike/Michelle One-year Pediatric Care Simulator

In addition, the CCT has a variety of task trainers and other equipment for clinical skills training and practice. The CCT is equipped with a state-of-the-art audio/visual capture system that facilitates design, storage, and management of simulation case scenarios, real-time and archived documentation of participant performance, live streaming capabilities, and other functions such as scheduling, inventory management, and utilization reports.

Simulation Goals

Simulations will support the learning objectives of each course along with program outcomes of the NDMU nursing curriculum. Educational experiences in the CCT are guided by the Standards of Practice for Simulation published by the International Nursing Association for Clinical Simulation and Learning (INACSL) that represent the criteria and desired outcomes for the best practices of simulation. Students will gain confidence in the clinical setting through practice in a warm and caring space where sharing, safety and support are enhanced to support learning. Simulations grounded in caring will help students to develop the role of the nurse and different ways of knowing. The Quality and Safety in Nursing Education (QSEN) competencies of patient centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics will be emphasized.

Guidelines and Expectations for Simulation

The policies and procedures in this handbook are provided to ensure a safe, clean, efficient, and well-maintained CCT environment for promoting optimal learning opportunities for all users, while defining the rules for the use of task trainers, manikins, and other equipment.

It is expected that students will be active participants in the learning process and that faculty and staff are facilitators of learning. Students are to complete the ***Ticket to Sim*** prior to each simulation, (Appendix A), as well as participating and collaborating with each other, the facilitator(s) and faculty. Because simulating case scenarios in the CCT involves active participation for all students, it is important for students and faculty to adhere to the guidelines of the CCT. Manikins are to be used with respect and treated as if they were real patients. Students involved in simulated scenarios should have each student's respect and attention. Situations simulated in the CCT are to be used as a learning tool and no discussion of the actions of fellow students should take place outside of the CCT. A debriefing session will be provided for all simulation experiences. After the debriefing, the student will be asked to reflect on the learning experience and the student will be asked to fill out an evaluation form to provide constructive criticism for further enhancement of the simulation.

What is Debriefing?

Debriefing is perhaps the most important aspect of a simulation learning experience (Jefferies, 2020). Following each simulation experience, students will be guided through reflective practice that allows time to think about what happened, to feel the emotional responses, and to critique the individual and collective performance of the learning scenario. During debriefing, students are engaged in conversations around the behaviors, decisions, and outcomes of the clinical simulation. The exchange of thoughts, feelings, and actions build upon previous learning and assist the student to make connections to classroom learning and the clinical setting.

Safety

The faculty and staff working in the CCT attempt to maintain a latex safe environment, however, it is **not** a latex-free facility. Parts in task trainers and simulators may contain latex. Users who have a latex allergy should wear non-latex protective gloves while handling latex parts. It is **imperative** that anyone with a latex allergy notify the CCT staff and instructor or faculty member in writing.

Students and faculty/instructors are responsible for disposing of all hypodermic needles and other "sharps" equipment in the wall-mounted containers or red biohazard bins. The CCT staff is responsible for ensuring adequate disposal space in the red biohazard bins and wall mounted containers.

In the event of injury during clinical simulation, please report immediately and contact CCT staff or instructor/faculty member. If the injury is equipment related, the equipment should be removed from the CCT until deemed operational (or replaced if needed).

In accordance with the Center for Disease Control (CDC, 2008) all sharps are to be handled safely and disposed of properly. In the event of a "clean" needle stick, the CCT staff or instructor/faculty member should be notified immediately, so first aid can be provided, and an incident report form can be completed and reported to Public Safety. Complications from a "clean" needle stick may include tenderness, minor bleeding or bruising, and infection.

Seeking Medical Care

All full-time NDMU students are eligible to receive free transportation to MedStar Health Urgent Care in Towson.

Hours: 8:00 a.m. to 8:00 p.m. daily for illness care, stitches, physicals, X-rays, labs and vaccines.

The University has partnered with Lyft service and will cover only any metered rates to and from MedStar Urgent Care on York Road in Towson and the University for full-time NDMU students. You may choose to drive yourself, however, the University will not reimburse travel expenses. **To arrange transportation, please call Public Safety ([410-435-0100](tel:410-435-0100)) or extension 5360 from a university phone)** and ask for transportation to MedStar Health Urgent Care in Towson. You will receive a phone number to call for return transportation to campus.

Please note: If your health insurance doesn't cover MedStar Urgent Care locations, adjustments can be made to provide transportation to an accepted provider.

Evacuation plan

If a building evacuation is required, there is a stairwell at both ends of the CCT. Do not use the elevator for rapid evacuations. Take the stairwell you are closest to at the time of the evacuation. If you are taking the stairwell closest to the offices and exam rooms, go all the way down until you reach the exit that takes you to the back of the building facing Loyola. If you take the stairs closest to the elevator, take them to the first floor and exit through the main entrance.

CCT Etiquette

We seek to create a caring environment in the Center for Caring with Technology. We embrace Dr. Watson's 10 Caritas Processes as our guidelines for behaviors in the CCT:

➤ Practice Loving Kindness ➤ Authentic Presence ➤ Cultivate Sensitivity ➤ Develop a Helping Trusting Relationship ➤ Express Positive and Negative Feelings	➤ Creative Solution Finding ➤ Relational Teaching-Learning ➤ Create a Healing Environment ➤ Caringly Tend Basic Human Needs ➤ Allow for Miracles and Unknowns (Hills & Watson, 2011)
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To achieve this caring environment, we ask that students meet or exceed the following behaviors related to etiquette while in the CCT:

1. Arrive **at least 10 minutes** prior to the designated time of the scheduled lab/simulation experience.
2. Complete all pre-lab/simulation assignments prior to coming to fully participate in the experience.
3. Treat all people (real or simulated) with respect, courtesy, kindness, and caring.
4. Act in a manner that does not infringe on the rights, privileges, privacy, safety, or learning of others in the CCT.
5. Always present a professional appearance. Students should wear their clinical uniform or professional attire with a lab coat and closed toe shoes. All other participants are expected to dress professionally.
6. Food and drinks are not allowed in the simulation area. Water in a closed container is permitted in the health assessment labs.
7. Refrain from using ink pens near the manikins as any ink marks made are permanent.
8. Bring only needed supplies into each lab/simulation experience. Use the available lockers for storing coats, book bags, and other personal items. NDMU is not responsible for loss of or damage to any personal property brought into the facility.
9. Wear gloves when working with the manikins. Hand washing is required before and after lab use.
10. Treat the simulator or standardized patient with respect and as a real patient.
11. Perform skills and procedures as taught during skills instruction. Students may not "pretend" to wash hands, use an alcohol swab etc.
12. Limit the use of cell phones. The use of cell phones for the purpose of audio/video recording or taking pictures is prohibited.

Students are not permitted in the CCT without a member of the staff or faculty/instructor present. Students who have difficulty meeting the etiquette standards will be counseled on an individual basis by the CCT staff, instructor or faculty member. If necessary, the student may be asked to leave the simulation experience for the day. Decisions about grading and attendance will be made on a case-by-case basis.

Attendance Policy

Students are expected to be on time for all CCT skills sessions and simulation experiences. If a student is unable to attend a simulation experience, she/he should contact the faculty member with as much advanced notice as possible (preferably 24 hours). In addition, if a student is going to be late, the student should make every attempt to notify the faculty as soon as possible.

An excused absence from a clinical or simulation experience is defined as an unavoidable absence with notification of the faculty and includes:

1. Death of a loved one
2. Personal illness (a primary care provider's note may be requested)
3. Jury duty
4. Preparations essential for active military duty

Written verification of an excused absence may be requested by CCT staff, instructor or faculty member. All clinical/lab/simulation absences, excused or unexcused regardless of reason, will require make-up to meet course objectives. More than one absence during a course will require consultation with the course faculty and may result in the student not being able to complete course objectives.

All make-up experiences must be completed prior to the end of the course. Students will receive an Incomplete (I) as a course grade until the make-up experience is completed. A timeframe for completion of the make-up experience will be determined by the course faculty.

Absence due to Religious Holidays

Students who miss simulation/lab due to observance of religious holidays must give prior notice to faculty **at the beginning of the semester**. In addition, students are only excused for the time in which the holiday spans (e.g. sundown to sundown). Students are not excused for travel time for holidays. Students may receive a grade of Incomplete (I) until missed time can be made up.

Absence due to Cancellations or Delays

In the event of inclement weather, cancellation or delays in classes and campus labs will be announced through selected media (radio, television, campus hot line, web site, university text alert).

- Classes, clinical, and simulation lab experiences will be cancelled when the University is closed. If the University opens late due to weather-related or other emergency conditions, classes, clinical, and lab will commence at the announced opening time and resume the normal schedule thereafter for the remainder of the day.
- Additional learning experiences may be scheduled to facilitate achieving course objectives.

Medical Clearance Note

Students are required to have medical clearance before returning to school from childbirth, injury, surgery, or other restricted health issues. The note must specify that there are no restrictions for participation in the simulation component of the nursing program.

Dress Code Policy

It is the responsibility of each student to maintain a complete, properly fitting, and clean student uniform. The appearance of the student must meet the approval of the faculty and staff in the clinical practice area, including lab sessions, simulation experiences, and Open Lab. **A full uniform** is required for **ALL** clinical and simulation days. The alternative uniform may be worn during skills lab sessions, open lab practice and testing days.

Full uniform includes:

- Scrub top with NDMU logo and scrub pants
- NDMU lab jacket
- Closed toes, non-permeable shoes in solid white, navy, black or brown are acceptable. Cloth shoes, sandals, Crocs, or clogs with an open heel are not acceptable.
- NDMU Student ID badge

Alternative uniforms may include (worn to skills lab sessions and practice **only**):

- Slacks or knee length skirt
- NDMU polo shirt
- NDMU lab jacket
- Solid colored shoes with closed toes

Jewelry:

- A watch with a second hand is required.
- Other jewelry should be limited to a band ring, and a single small set of post/stud pierced earrings (no larger than a dime). No dangle or hoop earrings are permitted.
- No jewelry is to be worn in any other pierced areas (i.e., nose, lip, eyebrow, or tongue).
- No other observable jewelry is allowed.

Grooming:

- Uniforms will be clean and intact.
- Hair will be neat, controlled, out of the face, off the collar, and held back to prevent contamination of the work field.
- Make-up may be worn in moderation.
- Nails will be short and clean. Nail polish is permitted but must be in good repair – no chips or partial coverings allowed.
- Acrylic nails, tips, gels, or overlays are not permitted.
- Offensive tattoos must be covered.
- Chewing gum is not permitted.
- Proper hygiene is essential to avoid body odor.
- Fragrances of any kind are not permitted (e.g., perfume, strongly scented lotions).

Noncompliance with the uniform policy may result in one of the following:

- Loss of points
- Verbal/written warning: first warning is verbal, second warning is written
- If a verbal and written warning has already been given, you may be asked to leave the CCT
- Inability to pass the clinical portion of the course

Skills Competencies

The CCT is designed to allow the student an opportunity to master the psychomotor skills necessary to competently and safely perform a variety nursing skills needed for all professional nurses. Success depends on preparation, practice and application. Some of the skills learned in the CCT setting will require validation or competency. Please refer to your course syllabus and calendar for more details regarding skills competencies.

Students are allowed 3 attempts to pass skills competencies. If a student does not pass a skill by the third attempt, this is considered a clinical failure, and the student may not achieve course objectives. Skills instruction occurs in the lab each week during class and skills checklists are available for reference. If asked to reattempt a skill, an appointment must be coordinated by the course faculty with the CCT staff. Subsequent competency attempts are not usually the same day as the earlier attempt.

Open Lab

To be successful in passing skills competencies, students are strongly encouraged to attend open lab for practice. For open lab hours, please refer to the CCT whiteboard or the CCT Canvas page. Notifications will be sent out via email for advanced sign up for open lab. Currently one-hour blocks of practice time are allotted, and the hour should be adhered to. Open lab sign-up is required.

Open Lab Etiquette

1. Laboratory dress code applies for Open Lab: wear NDMU scrubs or professional dress with your lab coat.
2. No cell phone use is allowed in the lab. If you must take a phone call, use the lobby area near the elevator.
3. Maintain a noise level that is conducive to learning. Think of the CCT as a library and keep conversation to a minimum while others are practicing. If behavior becomes distracting to other students, you will be verbally warned once and then asked to leave.

Equipment Use

1. The user is responsible for returning equipment to its original state after use. This includes but is not limited to:
 - a. Returning simulators to bed/stretcher with all original parts attached.
 - b. Removing all adhesive tape and cleaning skin.
 - c. Returning equipment used during simulation to cart, sink, return bin, etc.
 - d. Leaving area clean and neat.
2. Full body manikins are not to be moved out of bed for any reason without the assistance of the CCT staff.
3. Ink pens and markers may not be used in labs containing manikins. Ink will permanently stain the skins of the manikins.
4. Equipment showing excessive wear or malfunction should be reported immediately to the CCT staff.

5. The CCT should be left in the way it was found, so that the following class may enjoy the same experience. Beds should be remade and left in the lowest position with the bed rails up.
6. Manikins are to be left in bed or on chairs unless they are working on a skills assignment (i.e. lifting, moving, etc.).
7. Curtains should be placed back up against the wall and bedside tables are to be placed at the foot of the bed. Any bed pans, urinals, or basins need to be washed, dried and placed in the bedside drawers.

CONFIDENTIALITY AND AUDIOVISUAL RELEASE FORM

Confidentiality of Information

As a student enrolled at Notre Dame of Maryland University, I will be actively participating in simulated clinical experiences. I understand that the content of these simulations needs to be kept confidential in order to maintain the integrity of the learning experience for my fellow students and myself. It would be unethical for me to share any information regarding simulation scenarios with my fellow students.

I will be observing fellow students within the simulation center, and I will not discuss their performance with anyone outside the simulation laboratory. I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information related to the simulation environment is prohibited. I will exemplify Notre Dame of Maryland University values of integrity, ethical practice, and respect for human dignity.

Signing below acknowledges understanding of these statements and agreement to maintain the strictest of confidentiality regarding observation and performance within the provided simulation experiences. This authorization is valid for four (4) years from the date that it is signed.

Audiovisual Digital Recording

I am hereby informed that the Notre Dame of Maryland University utilizes digital and audio recordings. I understand that, unless authorized by me, I will not be specifically identified, and that the recordings will be shown only for educational, research, or administration purposes. No commercial use of the audiovisual recordings will be made without my written permission.

Release for Still Photographs

I authorize faculty and administrators of Notre Dame of Maryland University to publicly show still photographs depicting me during training. I understand that, unless otherwise approved by me, I will not be specifically identified, and that the photographs will be shown only for educational, research or administration purposes. No commercial use of the photographs will be made without my written permission.

Printed Name _____

Signature _____ Date _____

Appendix A

Ticket to Sim

Purpose:

The ticket to sim is a six-question study aid to prepare you for simulation success. (Hint: you want to come as prepared as possible). The ticket to sim is an additional resource for studying in preparation for your course exams. All simulations are designed to build upon your didactic content.

Requirements:

The ticket to sim can be printed and handwritten or completed electronically. To obtain entrance to simulation, you will show your completed assignment to the CCT staff or faculty member. If you do not complete the pre-simulation assignment you will **NOT** be permitted to participate in simulation and will receive a clinical warning. Note: you can only incur 2 clinical warnings before you are subjected to possible course failure.

Simulation Hours:

Simulation hours are clinical hours. For excused and unexcused absences, you will be required to complete designated make-up work.

Reminders:

Arrive at least 15 minutes prior to the scheduled time, dressed in NDMU scrubs with the appropriate equipment.

Pre-Simulation Questions

- 1) What nursing assessments need to be performed?
- 2) Describe the pathophysiology of the diagnosis?
- 3) What order(s) do you anticipate?
- 4) What medications do you anticipate giving?
- 5) What diagnostic test(s) are important for your clinical picture?
- 6) What else would you want to know to provide appropriate care for this patient?