Welcome to The STAR Center at Allegheny Health Network (AHN). Before beginning your learning experience be reminded that STAR replicates a simulated clinical unit, therefore, all policies and procedures followed in the hospital setting must be implemented at The STAR Center. Pay particular attention to the following:

- Hospital protocol when practicing and performing all procedures; including Safe Patient Handling procedures.
- Handle all simulators with care as you would your patients; the simulators can be easily damaged.
- When your clinical experience is complete, please make sure your working area(s) is clean and free of all used supplies.
- We ask course facilitators, at the completion of their teaching session to check all simulators and/or task trainers they used for proper functionality. If any damage is found, please report it to the Simulation Specialists. Your department will be responsible for any expenses to repair the damage.
- Standard Universal Precautions and Safety Measures – wear masks, gloves and gowns when appropriate.
- Proper hand washing technique.
- Properly dispose of all linens and used products as per hospital policy.
- Proper dress code for your hospital clinical experience (lab coats or scrubs) with appropriate hospital identification.
- Come prepared with the necessary supplies as you would for a hospital experience: stethoscope, pen light, surgical scissors, etc.
- Provide participants with the necessary documentation forms needed for your clinical experience.
- No loitering in STAR clinical hallways. Please bring only what is needed for your STAR clinical experience. Personal belonging such as back packs, purses cannot be brought into simulated clinical setting.
- Practice and implement AHN core behaviors while at STAR.
- When attending classes in STAR please act in a professional manner as you would on the clinical unit.
- Hours of operation: Monday -Friday, 8:00am – 4:30pm. Accommodations can be made to modify these hours for courses that need to run on off hours or weekends.
- **No Food or Drink in any Simulation Area.**
  - A brief orientation to the simulators/task trainers, including a review of their capabilities will be provided prior to STAR clinical experience. The STAR Team will be available to assist.
  - No writing utensils near the simulators or task trainers.
  - All course facilitators must complete the Simulation OnBoarding Series prior to teaching their first STAR course as well as participate in required ongoing education and evaluations.
  - All course facilitators conducting research at the STAR Center must include a member of the STAR team as co-investigators. Expenses for presentations at local, regional, national, or international meetings must be paid by the Course Facilitator’s department. The STAR Center will not be responsible for expenses involving research studies, registration fees, submission fees or reprint fees.
  - Any props or equipment required for the course are the responsibility of the course facilitator. The equipment must be set up one day prior to the start of the course. After the completion of the course, equipment must be properly cleaned. **Each department is responsible to order and have delivered any necessary supplies to the STAR Center at least one day prior to their course.**
  - All tours must be scheduled at least one week in advance. Tours that conflict with scheduled course times will be limited to non-course areas of the simulation center unless the course facilitator gives approval for tour to pass through. No tour will be allowed to view areas where confidential simulations (competencies, evaluations, etc.) are being held.

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