

General Guidelines for Conduct at the Simulation Center

- Professional behavior is expected at all times in the Simulation Center and users are expected to abide by the MSU Texas Code of Conduct.
- All Center users and visitors are asked to wear their MSU Texas identification badge when at the Center unless participating in an activity that would specifically preclude such identification.
- All Center users and visitors are encouraged to store their personal belongings in the locker room upon arrival. Users are reminded to bring their own locks.
- The Center cannot be held responsible for any personal items left unattended in any of the conference or team training facilities.
- All Center users, including learners, instructors, and standardized patients, are expected to be punctual for learning sessions.
- As the Center is frequently used for examination purposes, it is imperative that users remain in the space designated for their session and not wander throughout the Center unless accompanied by a Center staff member.
- Access to the staff lounge (including the refrigerator, microwave and coffee pot) is limited to Center staff, instructors and faculty. Access may be extended to Center learners under special circumstances.
- Food and drink may be consumed in the Large & Intermediate Conference Rooms or the atrium.
- Food and drink are not permitted in the Simulation Rooms, Skills Lab or, Control Room.
- Unauthorized photography is not permitted in the Center. Anyone requiring photographs for a presentation or poster may ask the Center's Director, who will ensure that written consent is acquired from anyone's featured in the photographs
- Permission for the use of screenshots or video clips from session recording utilizing the B-Line system for purposes other than debriefing at the Center immediately following the session (such as presentation or poster) must be obtained from the Director.
- Computer stations providing internet access are available for all Center staff and faculty. Users are asked not to change the computer settings.

- The computers located in the Center's Simulation Rooms, Control Room and Conference rooms are not for personal use under any circumstances
- Printing, photocopying and faxing are not available at the Center except under special circumstances. Learner completion reports, assignments and articles should be printed prior to arrival at the Center.
- Anyone found intentionally damaging Center property or removing property or supplies from the Center without permission will be asked to leave the premises immediately. Subsequently, communication reporting the incident will be sent to the appropriate Department Faculty or Dean.
- All tours of the Center must be scheduled with and approved by the Director or Operation Specialist.