



July 19th, 2012
SIM005.sop

LAPSIM USER'S

STANDARD OPERATING PROCEDURE

MCMASTER UNIVERSITY: CENTRE FOR SIMULATION-BASED LEARNING

This Standard Operating Procedure (SOP) describes the procedure for users to follow when booking and using LapSim in the Centre for Simulation-Based Learning (CSBL).

1.0 Approved Users

- 1.1 LapSim users must be first approved by their department as being approved, trained users of LapSim. A list of approved users for each faculty or department is to be sent to CSBL Simulation Manager Bingxian Wang bwang@mcmaster.ca
- 1.2 The List of Approved users will then be entered into the LapSim Users List, and the users will be assigned username and passwords. Once username and passwords have been assigned CSBL staff will setup a profile for them on LapSim.
- 1.3 The CSBL Lab Assistant (Brenda Chrysler bchrys@mcmaster.ca and Lisa Bonney bonneyl@mcmaster.ca) will then send the below email with the username and password and details outlining how to book the LapSim and change their password after their initial login:

1.3.1 Dear: John Doe

Please find below your username and password for LapSim, after you initially login please follow the instructions below to change your password. LapSim can be booked at any time for use; you can go online and use the online booking form <http://simulation.mcmaster.ca/resourcebooking2.html> . Also if you are in the hospital and would like to pop down for a few hours on short notice you can call the front desk at 905-525-9140 Ext 22997 and Terri will be able to let you know if a room is available for you or not.

Username: John.Doe

Password: B3kda03

How to change your password:

To change the password select "User, Change My Password..." located at the top left part of the window. It is considered a good habit to make sure that other users can't login under your name.



Enter the old password on the first row, leave it empty if you do not have any password, and provide the new password on the second row. You have to confirm your new password on the third row to make sure you have not misspelled it. Note that passwords are case sensitive in LapSim which means “my password” and “MY PASSWORD” will be two different passwords. When you have entered your new secure password confirm your changes by pressing the “OK” button.

If you have any problems with your login please feel free to contact Brenda Chrysler bchrys@mcmaster.ca or Lisa Bonney bonneyl@mcmaster.ca

Sincerely,
CSBL Staff

2.0 Procedure for booking LapSim

2.1 LapSim can be booked two different ways, if users have specific dates and times they would like to book LapSim they will need to fill out and submit the “online” booking form (2.1.1.1) or for short notice use, users can call down to the Centre (2.1.1.2) . Please see below for the procedures for both ways of booking time with LapSim.

2.1.1 Booking LapSim Online.

2.1.1.1 If users have specific dates and times they would like to book LapSim they should fill out the online booking form found at <http://simulation.mcmaster.ca/resourcebooking2.html>. You will be required to complete all sections of the form, if they do not apply to you please just enter N/A in the sections. Under “Room Bookings & Equipment” you will need to specify that you would like to book LapSim. So that the CSBL staff will know to setup the equipment for you. Once you have completed the form it will be sent to the Front Desk Administrative Assistant of the CSBL who will then send you a confirmation once the room and equipment has been booked. If there are



no rooms available or a conflict with your booking they will also contact you at that time to reschedule.

2.1.1.2 Booking LapSim on Short Notice

2.1.1.2.1 LapSim can be booked on short notice, based on first come first serve. Users will need to call **905-525-9140 Ext. 22997** to request the use of LapSim. The CSBL Front desk staff will then confirm if there is a room available, once this has been confirmed CSBL staff will setup LapSim for use. LapSim can be used any time of day, however for those wishing to use LapSim after 4:30pm from Monday- Friday or on Weekends; they will need to let CSBL staff know prior to the Centre Closing at 4:30pm, as Security will need to be notified to grant access to the approved Users. Upon the users arrival to the CSBL they will need to call **security at Ext. 76444** and request to be let into the Centre and into the room number confirmed by the CSBL front Desk. It is also asked that once you are finished in the room with LapSim that you lock the door to the room behind you.

3.0 New Users of LapSim

- 3.1 For new users of LapSim at the McMaster site or those who have never used LapSim before, they will be required to fill out a “LAPSIM approval Request Form”. These forms are available at the Front Desk of the Centre for Simulation Based Learning (CSBL) by request. ALL new users must complete this form prior to approval for the use of LapSim. The Form must be completed and submitted to the CSBL, the CSBL staff will then request from the appropriate department or Faculty if the users is approved to use LapSim prior to approval for use. If a user has never used LapSim before, he or she will be required to book a training session with CSBL prior to being approved for the use of LapSim.
- 3.2 Once a user has been approved they will be assigned and emailed a Username and Password as outlined in 1.2 – 1.4. The Users are now approved to use LapSim at any time and can follow the booking procedures outlined in section 2.0.

4.0 Inappropriate use of LapSim.

- 4.1 The monitor and SimBall height can be adjusted on LapSim for different users. The height is adjustable by lifting the black lever on the back of the Monitor and sliding the monitor bracket up or down; once adjustment is finished lever should be locked. The SimBall height is easily adjusted by cranking the handle on the back of the LapSim unit; you can adjust the height up or down. If at any time you do not feel comfortable adjusting these features please get a CSBL staff to assist you. **Please do not adjust any other**



equipment on LapSim, if you require further adjustments please get CSBL staff to do the adjustments for you.

- 4.2 LapSim is a very expensive piece of equipment and should be handled with care at all times, please make sure after every use that laparoscopic tools are secured tightly in their SimBall slots to prevent damage.
- 4.3 Due to the delicate and expensive nature of LapSim, if damage occurs while using LapSim, or if you notice damage prior to the use of LapSim please notify CSBL staff immediately, to help prevent more damages.
- 4.4 If it is felt that damage has occurred to LapSim due to inappropriate use by a user, any damages that occurred to said equipment during a user's scheduled time with LapSim, the user or the users Department shall be responsible for part or all cost of repairs to this equipment.
- 4.5 If at any time the CSBL staff feels that LapSim is being used inappropriately or is found damaged, or the room and equipment are not left in the condition it was found a series of warnings will be sent to the user.
 - 4.5.1 After the first instance a "Reminder Email" will be sent to the user reminding them of the policies for using LapSim.

Dear: John Doe

This is a disciplinary warning letter due to the following;

Please review the attached Standard Operating Procedure for the Use of LapSim.

**Sincerely,
CSBL Staff**

- 4.5.2 Upon the second instance the user will receive a "Warning Email" that will be copied to CSBL Management, and the users Faculty lead.

Dear: John Doe

This is a disciplinary warning letter due to the following;



Please review the attached Standard Operating Procedure for the Use of LapSim.

In the event you receive a second disciplinary warning letter, we will then be reviewing your privileges of use of LapSim with the Centre for Simulation-Based Learning Management Team, and your Department.

**Sincerely,
CSBL Staff**

- 4.5.3 After the third instance it will be entirely within the CSBL's discretion whether the user's privilege of using LapSim will be revoked. At this time an email will be sent to the user by CSBL Management outlining what the appropriate course of action will be.