



INTERNATIONAL EUROPEAN UNIVERSITY

Regulations on the simulation training centre (SIMULATION LAB) International European University

APPROVED BY
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BECAME EFFECTIVE
by the order of the Acting rector of
International European University
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1. General provisions

1.1 The Simulation Lab (hereinafter referred to as the Centre) of the Private Higher Education Institution International European University (hereinafter referred to as the University) is a structural unit of the University through which practical classes, seminars, master classes, schools, courses, cycles for students, interns, doctors, as well as persons not related to medicine (hereinafter referred to as students) are organised, planned and conducted in the following areas Surgery, Premedical Care, Intensive Care and Anaesthesiology, Obstetrics and Gynaecology, Therapy, Paediatrics, Nursing.

1.2 Simulation is a general term that defines the artificial reproduction of a real process to achieve educational goals through experiential learning. Simulation-based medical education is defined as any learning activity that uses simulation tools to reproduce clinical scenarios.

1.3 A simulation learning centre is a space for simulating a real-world environment that is safe for teaching and experimentation. There are many advantages to simulation-based learning. Some of them are a number of easily accessible learning opportunities and the ability to make mistakes without consequences and learn from them. Moreover, it is a way to provide feedback and assessment of learners' abilities. Simulation education bridges the gap between classroom learning and real-world clinical experience. Thanks to technological advances, the Centre allows simulating situations close to reality. This gives medical students or medical professionals the opportunity to learn from practical experience without putting real patients at risk. Similarly, simulation provides teachers with a clear picture of the level of ability of students and healthcare professionals with a safe environment in which to improve their skills.

1.4 The Centre's mission is to provide the best care and safety for patients. Training at the Centre - is an intentional practice, and simulation tools serve as an alternative to real patients. The student can make mistakes and learn from them without fear of harming the patient. Medical simulation increases the clinical competence of specialists at all levels. Another advantage is that it is possible to improve patient safety and reduce healthcare costs by improving the competence of the healthcare professional.

1.5 The purpose of the Centre is to teach practical skills and improve the competences of doctors, interns, and students of higher medical education; to familiarise students with modern technologies of medical care. Such experience is difficult to gain in real life. Students practice practical and thinking skills, including knowledge in action, procedures, decision-making and effective communication. Critical behaviours in teamwork, such as managing under pressure and coordinating under stress, can be taught and practised. Training covers the spectrum from preventive care to invasive surgery. Since it is possible to mirror any clinical situation of your choice, we can schedule this training at a convenient time and place. Learners can also repeat them as often as needed. Working in a simulation space allows learners to make mistakes without needing expert intervention to stop harm to the patient. When the outcome of mistakes is obvious, learners gain a powerful

understanding of the consequences of their actions. This reinforces the importance of "making things right".

1.6 The objective of the Centre is to simulate clinical situations of different levels of complexity, which allows to train students from beginners to experts. Beginners can gain confidence and muscle memory to perform tasks. Experts can better master the ever-growing range of new technologies. Simulation also has the ability to perform complex procedures and simulate rare diseases that are rarely encountered in a doctor's daily practice. Examples of simulations include the treatment of a severe allergic reaction, a heart attack in an outpatient clinic, and the treatment of malignant hyperthermia in the operating room. Real events and the pace of real healthcare operations do not allow for the best review and learning about why things happened or how to improve performance. Controlled simulations can be immediately followed by video-supported interviews or after-action reviews detailing what happened. Advanced surgical and task simulators collect a wealth of data about what the trainee actually does. These performance maps and logs provide a reliable and necessary feedback mechanism for learners. These logs help instructors to target necessary improvements.

1.7 The Centre operates in accordance with this Regulation and in its practical work is guided by the legislative acts of Ukraine on education, regulations of the Ministry of Education and Science of Ukraine, the Ministry of Health, orders of the Rector of the International European University.

1.8 The main purpose of the Centre is to organise and control the implementation of all educational programmes (based on standard programmes) at the University, according to which the University has introduced educational activities. The Centre also promotes the introduction of innovative methods of organising the educational process, transformation of the University's educational activities in accordance with modern requirements and trends in the development of medical education in Ukraine and the world, implementation of the academic policy of the University management in the direction of development of higher education in the field of knowledge "Health care".

2. Main tasks and areas of work of the Centre

2.1 Implementation of practical educational activities in the following areas: surgery, anaesthesiology and intensive care, paediatrics, obstetrics and gynaecology, therapy, first aid, nursing.

2.2 Study of changes in the regulatory framework for assessing the quality of training of higher medical education students, interns and doctors.

2.3 Coordination of cooperation with other structural units University on the issues of educational practical programmes

2.4 Control over compliance with the licensed volumes of training of specialists at the University.

2.5 Quality control of training of specialists in the degree of higher education "Master"

- 2.6 Organisation of coverage of the Centre's activities in the media, participation in career guidance events, seminars, exhibitions, etc.
- 2.7 Training of higher medical education students, interns, postgraduate students in medical training, advanced training of doctors using simulation simulators and provision of paid educational services for citizens of Ukraine and foreign countries.
- 2.8 Facilitate the organisation of various advanced training courses and internships for Ukrainian and foreign physicians.
- 2.9 Facilitate advanced training of the medical faculty using simulation simulators.
- 2.10 Development of methodological recommendations for the organisation of modern methods and forms of training with the use of simulation simulators.
- 2.11 Formation and updating of the bank of test tasks and other means for measuring the educational process.
- 2.12 Development of evaluation criteria for higher medical education students, interns, postgraduates and doctors based on modern standards of medical care.
- 2.13 Summarising the results, analysing and disseminating the best practices of the educational and methodological work of the faculties and departments.
- 2.14 Participation in the development of internship programmes
- 2.15 Organisation and coordination of work to ensure a high level of educational process.

3. Structure, staffing and resources of the Centre

- 3.1 The structure of the Centre, its staffing, rights and duties of employees, which are developed by the Head of the Centre, are agreed with the Director of the Educational and Research Institute "European Medical School" and approved by the Rector of the University.
- 3.2 The Centre is directly subordinated to the Director of the Educational and Research Institute "European Medical School".
- 3.3 The Centre reports on its activities to the Director of the Educational and Research Institute "European Medical School", the Rector and the President of the University.
- 3.4 The organisational structure of the Centre is represented by the following officials:
- Head of the Centre;
 - Coordinator for Surgery (including intensive care and anaesthesiology);
 - Coordinator of the therapeutic area;
 - Coordinator for obstetrics and gynaecology;
 - Coordinator for paediatrics.
- 3.5. All staff and invited lecturers are obliged to undergo special training from the manufacturers of simulation simulators and instructor training.
- 3.6 The number of staff members of the Centre is established by the Director of the Educational and Research Institute "European Medical School", upon the proposal of

the Head of the Centre, and approved by the Rector and President of the University. The Head shall make proposals for expansion and reduction of the staff as necessary.

3.7 The resource provision of the Centre is simulation classes with phantoms and simulators; as well as workplaces equipped with computers, office equipment, premises (offices).

4. Management of the Centre

4.1 The Centre is directly managed by the Head.

4.2 The Head of the Centre is appointed and dismissed by the Rector of the University in accordance with the current labour legislation of Ukraine.

4.3 The additional scope of powers and duties of the Head of the Centre is contained in the job description.

4.4 The head of the Centre submits to the University management in accordance with the established procedure proposals for hiring, dismissal and transfer of employees of the Centre.

4.5 In his/her official activity, the Head of the Centre is guided by the Laws of Ukraine "On Labour", "On Education", "On Higher Education", "On Citizens' Appeals", orders of the Ministry of Education and Science of Ukraine and other regulations concerning higher education, the Statute of the University, Internal Regulations, Collective Agreement, Regulations on the Educational and Research Department for Education, orders and instructions of the Rector of the University.

4.6 The head carries out official activities on the basis of the approved plan.

4.7 The head is appointed to the position from among specialists who have higher medical education, at least 3 years of professional experience, at least 5 years of experience in conducting classes/seminars in medicine.

5. Powers of the Centre

5.1 Within its competence, the Centre has the right to:

- Receive information, documents and other materials necessary for the Centre's work from the structural units;
- participate in meetings on issues within the competence of the Centre;
- within its competence, to involve specialists from other structural subdivisions in the joint work in accordance with the established procedure;
- to submit issues and proposals concerning the activities and distribution of competences of the Centre;
- provide information on the Centre's activities to the information stands and the official website of the University;
- to represent the University at conferences, seminars and other events on licensing and accreditation;

- to make proposals to the University management on the directions of activity on various aspects of the methodological work and improvement of the Centre's performance.

5.2 Involve research and teaching staff and other employees of the departments to participate in the preparation and conduct of educational and methodological activities.

5.3 Control the timely and qualitative implementation by employees of deans' offices, departments of instructions and orders regarding the organisation of the educational process.

5.4 The Head of the Centre has the right to

- Participate in the work of all departments and governing bodies of the University, where the issues of the Centre's activities or educational and methodological directions of the University are discussed and resolved;

- to distribute functional responsibilities among employees of the Centre's structural components, to control the timeliness and quality of their performance;

- to select candidates for vacant positions, to submit to the Director of the Educational and Research Institute "European Medical School" and the Rector of the University in accordance with the established procedure proposals for hiring, dismissal and transfer of employees of the Department, their moral and material encouragement, as well as disciplinary measures;

- to require structural subdivisions and services of the University to take measures and create social and living conditions that would ensure the successful conduct of the Centre's activities;

- to submit proposals for improvement of the following processes for consideration by the Rector and Vice-Rectors: design and development, educational and organisational activities, teaching and methodological activities and management processes;

- require employees to comply with the internal regulations and labour discipline, rational use of materials and equipment.

5.5 The rights and obligations of the Centre employees are determined by the job descriptions developed by the Director of the Centre in accordance with the legislation and approved by the Rector of the University.

6. Responsibility of the Centre

6.1 Employees of the Centre shall be collectively responsible for poor quality and untimely performance of tasks and functions assigned to it by this Regulation, non-compliance with the requirements of the current legislation and internal documents in the performance of their functions.

6.2 Personal responsibility of the Centre's employees shall be established by the relevant job descriptions.

7. Organisation of the educational process

7.1 The educational process at the Centre is carried out in accordance with the current legislation of Ukraine and the Statute of the University.

7.2 The scientific and pedagogical staff of the relevant departments of the employees of the relevant departments of the Educational and Research Institute "European Medical School" and others on a part-time and hourly basis.

7.3 The educational process is carried out in formal and informal mode with the use of simulation simulators. The following forms are used in the educational process: practical classes, courses and schools, seminars and discussion clubs, independent work of scientific and practical circles, conferences, etc.

8. Interaction of the Centre with other structural units

8.1 The Centre interacts with all structural subdivisions of the University on issues within its competence.

8.2 The division of responsibilities between the Centre and other units of the University on joint activities is determined by orders of the Rector of the University.