



**HEALTHCARE SIMULATION CERTIFICATE
PROGRAM
STUDENT HANDBOOK**

**Georgia College & State University
College of Health Sciences**

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WELCOME TO THE HEALTHCARE SIMULATION PROGRAM

Welcome to Georgia College & State University and the Healthcare Simulation (HCS) Certificate Program. At Georgia College, healthcare educators are taught how to use simulation to address the learning needs of their students and practicing professionals. Students are uniquely prepared through liberal arts integration in the curriculum leading to students' understanding of how to address real-world healthcare educational needs.

As a student, you will be challenged to acquire the knowledge and skills of healthcare simulation educator, develop technical and decision-making skills, incorporate ethics into your practice, and develop awareness of your own and others' value systems as a context for professionalism. This will require hard work and commitment on your part but will be a remarkable experience you will treasure for a lifetime, resulting in a career that will give you an endless sense of having made a difference in the world.

This is an incredible journey. We are excited that you have chosen GCSU for that journey and we, the faculty, will do everything we can to support your success as we take the Journey alongside you.

The Healthcare Simulation Certificate Program Faculty

PURPOSE OF THE HEALTHCARE SIMULATION HANDBOOK

This handbook, prepared for students in the Healthcare Simulation Program, provides specific information that supplements – but does not replace – the University's Graduate Catalog. You are expected to read this handbook, abide by the policies, and be directed by its many features to help you be successful in your journey. Failure to read these sources will not excuse students from abiding by policies and procedures described in them. As part of your orientation to the Healthcare Simulation Program you will be required to sign a form that indicates your receipt, review, and intent to follow the policies in this handbook.

The handbook is prepared and revised annually for the use of students. Suggestions regarding clarification or addition of topics are welcome. The healthcare simulation course faculty reserves the right to make changes to this handbook including changes in policies and procedures as deemed appropriate and necessary. All changes will be promptly communicated to students, faculty, and staff.

HEALTHCARE SIMULATION CERTIFICATE PROGRAM MISSION, VISION, PHILOSOPHY, CONCEPTS

MISSION

The mission of the Georgia College Healthcare Simulation Certificate Program is to prepare educators to provide challenging, interdisciplinary, state-of-the-art simulations for all programs in an inclusive, supportive, and safe environment. The program promotes student learning by integrating didactic content with deliberate, progressive, simulated clinical experiences that ensure mastery of essential competencies. Students will combine a liberal arts foundation with scholarly inquiry using simulation as a pedagogy to address real-world educational needs of healthcare students and professionals.

VISION

The Simulation Certificate Program aspires to develop preeminent healthcare professional educators, using innovative educational strategies which will improve patient outcomes and benefit our local, national, and international stakeholders.

VALUES

Faculty teaching in the Simulation Certificate Program values the innovative application of best practices in simulation to support healthcare education.

PROGRAM OUTCOMES

1. Integrate liberal arts foundation with scholarly inquiry focused on healthcare simulation as a pedagogy to solve real-world dilemmas.
2. Employ leadership in the healthcare simulation educator role through legal and ethical practices, accountability, and a commitment to quality improvement and safety associated with healthcare simulation.
3. Demonstrate informatics and healthcare technology competencies to enhance the education of those in the healthcare disciplines.
4. Implement international healthcare simulation standards of best practices with various simulation typologies.

PROGRAM OF STUDY

The Healthcare Simulation Certificate is designed for post-baccalaureate students who want to learn more about the education of healthcare professionals using simulation. The certificate prepares students to conduct healthcare simulation in accordance with national and international standards.

Classes are 100% online. Once per month, students are required to attend class synchronously online. In addition, each course includes a clinical component to provide students with practice experiences with simulation. The first course, HSCS 6500, will require 90 clinical hours, of which 15 hours will be at the GCSU STRC (Simulation & Translational Research Center). During subsequent courses, students can request to pursue clinical simulation experiences in other facilities.

After students are admitted to the University and accepted to the program, the student will work with a healthcare simulation advisor as the student progresses through the three semesters of the program. See the program of study below.

The program requires 11 credit hours. Healthcare Simulation courses should be taken consecutively and include:

Course	Course Name	Didactic Hours	Clinical Hours	Credit Hours
HSCS 6500	Simulation Essentials	3	90	5
HSCS 6501	Simulation Essentials II	1	90	3
HSCS 6502	Simulation Essentials III	1	90	3

Total Required for Certificate

11

Once the program of study is on file, students should register for courses as early as possible. Registration is available by logging into your [Unify account](#) and selecting the PAWS tile. See the [Academic Calendar](#) for registration dates for more information.

ACADEMIC ADVISING

The purpose of advising in the healthcare simulation program is to assist students to be successful in the program. Academic advising is a shared responsibility between students, faculty, and staff. Each student is assigned a Faculty

Advisor upon admission to the program. If you are unsure who your academic advisor is, you can locate that information by logging into your [Unify account](#) and selecting the PAWS tile. Once in PAWS select the Student Services tab at the top of the screen. Here you will be able to view your academic information including your advisor's name.

Appointments (virtual or in person) with academic advisors are encouraged to discuss coursework, programs of study, and opportunities for clinical placement and to release advisor holds for registering for classes.

Specific Aims of Advising

1. Students will receive effective advising consistent with GC, College of Health Sciences, and School of Nursing Guidelines.
2. Students will actively participate in the advising process.
3. Successful completion of the program of study.

Advisor Responsibilities

Graduate students can expect their advisors to:

1. Understand and effectively communicate the University policies and procedures.
2. Provide information about and strategies for utilizing available campus resources and services.
3. Monitor and accurately document the advisee's progress toward meeting curricular goals.
4. Maintain confidentiality.
5. Be accessible via posted office hours, scheduled virtual appointments, email, and/or telephone.

Advisee Responsibilities

The advisees are ultimately responsible for their educational success and are expected to:

1. Participate in mandatory graduate orientation.
2. Read the University Catalog and Healthcare Simulation Handbook.
3. Schedule regular appointments or make regular contact with their academic advisor.
4. Make use of campus services and resources to enhance your personal and academic success.
5. Be prepared for each advisement meeting with questions and discussion points.
6. Accept responsibility for own decisions.

UNIVERSITY POLICIES

The Healthcare Simulation Certificate Program follows the policies and procedures outlined in the University [Graduate Catalog](#). This includes but is not limited to grievances, appeals, and petitions; transfer and transient credit; graduation requirements, and the student code of conduct.

GRIEVANCES, APPEALS, AND PETITIONS

The Healthcare Simulation Certificate Program follows the policies and procedures outlined in the University Graduate Catalog regarding academic and non-academic grievances and appeals. These can be found in the Graduate Catalog under [Grievance and Appeals](#).

STUDENT CODE OF ACADEMIC CONDUCT

Students are expected to comply with all aspects of the Georgia College [Student Code of Academic Conduct](#) Policy and should understand the definition and consequences of [Academic Dishonesty](#).

HEALTH INSURANCE REQUIREMENTS

All students are required to maintain health insurance. The fee for this service is added to tuition each fall and spring semester.

Graduate students who already have health insurance may complete a waiver from USG Student Health Insurance Program (SHIP) by completing a form found [HERE](#). Information about this will be distributed by the GCSU Business Office each fall and spring semester. Questions regarding the student health insurance policy and the waiver procedure should be directed to the Business Office (478-445-5254; email businessoffice@gcsu.edu.)

HCS ONBOARDING AND ORIENTATION PROCESS

I. Newly accepted students will receive an email with onboarding instructions after confirming acceptance of offer of admission. Onboarding will occur in both synchronous and asynchronous formats.

A. Asynchronous Online Orientation: Initially, students will receive a link to online orientation, which will include:

1. Welcome, general information about the program, program of study, class schedule
2. Link to student handbook (contains links to policies of the SON and HSC program)
3. Information re: required purchases (clinical ID badge, malpractice insurance and clinical tracking program subscription.)
4. Information re: mandatory health insurance requirement
5. Technology information with student tech manual, necessary computer specifications for online classes and how to contact SERVE.
6. Information on how to register, set up email, order books and identify advisor
7. Links to the GCSU academic calendar and campus directory
8. Information regarding required forms and documents. Documents are provided as a part of online orientation and should be brought to the first class in electronic format for student uploading to the clinical tracking system. These documents include:
 - a. Current PPD exam: Most recent test result, showing test administered and read within 72 hours or chest x-ray
 - b. Current CPR card (Copy of Card--must be issued by American Heart Association)
 - c. Current nursing or professional license, if applicable, which shows expiration date
 - d. Current Flu Vaccine documentation
 - e. Authorization for Release of Records
 - f. Graduate Technical Standards
 - g. Student Applied Learning Experience
 - h. HIPPA Self-Study Module & Quiz
 - i. Certification of Physical Exam
 - j. Handbook Receipt Statement

B. Synchronous orientation: On the first day of class, synchronous orientation content will include:

1. Orientation to HCHS 6500 and semester schedule, including mandatory meeting dates
2. Process for obtaining a photo ID Badge that will be worn at all clinical learning experiences
3. Specific information about required number of clinical hours, appropriate clinical sites and preceptors
4. Information about the procedures used to obtain clinical placement
5. Discussion of requirements of clinical agencies. Note: In addition to the SON requirements, students are required to meet any additional requirements of the facility in which they are completing their clinical hours.

SCHOOL OF NURSING POLICIES

The healthcare simulation student is expected to adhere to the School of Nursing Policies and Procedures while in the learning environment.

CAMPUS LABORATORY POLICY & GUIDELINES [Policy 1001](#)

The purpose of this policy is to support safety and professional practice in campus laboratory activities.

Also see Policy Appendix 1001A – Lab Rules [Policy 1001a](#)

GC DRESS CODE POLICY [Policy1002](#)

The purpose of this policy is to outline undergraduate and graduate expectations related to dress code.

STANDARD & TRANSMISSION-BASED PRECAUTIONS [Policy 1003](#)

The purpose of this policy is to provide guidelines for the prevention of pathogen transmission in the laboratory and clinical setting. Guidelines for education and post-exposure treatment are also included.

STUDENT ACCIDENT/INJURY [Policy 1004](#)

The purpose of this policy is to provide information and guidance to faculty and students regarding what to do when injury or exposure occurs.

- All students are required to carry personal health and medical insurance. Neither the University nor clinical agencies are liable for costs incurred if an injury or illness occurs because of clinical practice in the student role.
- Georgia College, the GC College of Health Sciences, School of Nursing, and the Healthcare Simulation Certificate Program assume no responsibility for the risks of exposure if the student chooses not to inform the appropriate faculty member or clinical preceptor and/or follow the Injury/Occurrence Policy.
- Also See Policy Appendix 1004A – Accident and Injury Form

STUDENT WITH CHEMICAL IMPAIRMENT [Policy 1005](#)

The purpose of this policy is to provide guidance for faculty and students related to suspected chemical impairment.

GC SIM POLICY AND PROCEDURE MANUAL [Policy 1010](#)

The purpose of this policy is to provide guidance related to the Simulation and Translational Research Center and the Campus Skills Lab.

GRADUATE ONLINE TESTING [Policy 3000](#)

The purpose of this policy is to provide information and guidelines to faculty and students regarding testing in the program.

GRADUATE COURSE AND CLINICAL GUIDELINES [Policy 3003](#)

The purpose of this policy is to provide general guidelines for students and faculty related to course and clinical experiences.

GC GRADUATE WRITING GUIDELINES

Students enrolled in the Healthcare Simulation Program at Georgia College & State University are responsible for ensuring that assignments and major papers meet the formatting requirements of the program of study. The Georgia College & State University Healthcare Simulation program has adopted the *Publication Manual of the American Psychological Association*, 7th edition (referred to as the APA Manual) as the official guide for preparation of written work within all programs. This guide has been developed to assist students in preparation of written work in compliance with the guidelines. This document will also guide the student in adapting the guidelines to meet specific Healthcare Simulation program requirements.

CRITERIA FOR WRITTEN ASSIGNMENTS

Because written assignments reflect the student's knowledge of content, as well as professional communication skills, they should be prepared with care. The following general guidelines should be followed in addition to any course specific criteria.

1. Typewritten in Microsoft Word and saved as a .doc or .docx document. (It is the student's responsibility to seek assistance with using the Microsoft Office software.)
2. Containing appropriate resources that are of high quality.
 - a. The most current information (generally written within 3-5 years).
 - b. Information should be from peer-reviewed resources.
 - c. Seminal (important & influential) works should take precedence in certain situations.
 - d. Primary sources -the author who did the research was the person who wrote the article – are preferred.
 - e. Secondary sources -the author refers to an article written by another person – may be appropriate in certain circumstances.
3. Written in accordance with the latest APA Manual guidelines unless otherwise specified by faculty.
Purchase of the APA manual is required for all graduate students.
4. Composed using correct sentence and paragraph structure.
5. Written using correct grammar and spelling.
6. Presented in a professional manner.
7. Prepared according to criteria specified in the course requirements and The GC Graduate Writing Manual Guidelines.

TURNITIN PLAGIARISM DETECTION SOFTWARE

Faculty reserve the right to use plagiarism detection software. This software is built into the learning management system and students should assume it will be active for all assignments. The Healthcare Simulation program prohibits students from using other individual's work or ideas and passing them off as their own. All resources should be appropriately paraphrased and cited to avoid a charge of plagiarism. If plagiarism is detected, it is punishable by receipt of a grade of 0 for the assignment, a failing grade for the course, or possible expulsion from the university. See above link to the University Policy titled "Student Code of Academic Conduct."

TECHNOLOGY REQUIREMENTS

If you have questions regarding minimum technology requirements for laptop and desktop computers, as recommended by GC, please contact the Serve Help Desk at 478.445.7378 or via email at serve@gcsu.edu.

TECHNOLOGY RESOURCES

- **Laptop computers, iPods, iPads, digital cameras, and other resources** are available through GC Library and Information Technology Center (LITC).
- **Computer software** can be purchased with significant discounts at [Software Resource & Services](#) because of a University System of Georgia contract. Approved software can be purchased online and postal mailed to the student's home. Additionally, students can download Microsoft Office 365 for free through UNIFY and also get 7GB of storage for use while they are a student at GC.
- **Bibliographic software** GC provides free access to bibliographic software used to retrieve citation information from digital libraries and to cite references in scholarly papers. The software is compatible with Windows and Mac operating systems. Software can be downloaded from all GC campus sites at <http://software.gcsu.edu> . Contact SERVE if you need help in downloading the software from off campus locations (serve@gcsu.edu).
- The **GALILEO Digital Library** database is available for accessing peer reviewed resources. The password access to GALILEO changes every semester. Students can retrieve the password from [PAWS](#). From the Main Menu in PAW, click on the GALILEO link.
- The **D2L Learning Management System** is used to teach on-line portions of graduate courses. All courses use D2L learning management system as a support tool and faculty expect that graduate students are computer-literate.

PARTICIPATION IN THE UNIVERSITY COMMUNITY

UNIVERSITY-LEVEL COMMITTEES

Graduate students are invited to serve on a number of committees at the University level in order to provide the unique perspective of the graduate student to the group's work. If you have interest in serving on a university-level committee, please contact the Interim Director of Nursing programs at krsytal.cannady@gcsu.edu.

SCHOOL OF NURSING COMMITTEES

Several standing and ad hoc* committees exist to enable much of the work of the College of Health Sciences and the Nursing Program. If you are interested in serving on a committee**, please contact the Interim Director of Nursing at krystal.canady@gcsu.edu.

** Ad Hoc committees may be established by any standing committee or the Director and continue to function until their assignment is complete.*

***Student representatives will be excluded during admission/progression deliberations.*

HANDBOOK VERIFICATION

You have reached the end of the student handbook. Please let faculty know if you have questions. You will be asked to complete a verification in GaView that you have read and agree to follow the guidelines and policies in this handbook.