Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.055 Offsite Simulation-Based Activities

PURPOSE: This TTUHSC Simulation Program policy is to ensure proper use of simulators and equipment.

REVIEW: The Simulation Program OP will be reviewed September 1 of each even-numbered year by the Executive Director of the Centers.

POLICY/PROCEDURE

1.0 Policy

Offsite is defined as any location outside of the TTUHSC simulation centers.

Activities that are conducted outside of the simulation center/centers requiring the use of simulators and specific equipment typically require simulation center personnel to assist with setup, be present during the event, and assist with tear-down. The Simulation Program has the authority to determine if simulation personnel are required to be present.

Due to intricate circuitry and functionality, some simulators and haptic devices cannot be taken offsite.

The equipment used for offsite simulation-based experiences is only for educational purposes and not for diagnostic or personal use.

2.0 Procedure

A. Submit reservation request (https://www.ttuhsc.edu/simulation/reserve.aspx). Simulation center Executive Director or center’s director will either approve or deny the request based on availability, need, appropriateness, and past check-out history.

B. If items are being used by individuals from TTUHSC departments/schools, and/or agencies with utilization agreements with the Simulation Program, they may or may not have a charge for equipment, partial trainers and supplies, depending upon the affiliation
agreement. If simulation personnel assist with the entire simulation-based activity, an additional charge may be incurred.

C. If the items being used by individuals from agencies without Simulation Program agreements, a rental fee (equipment and simulator use) and professional services fee (assistance by simulation center personnel) will be assessed on a case-by-case basis.

D. Simulation centers’ personnel accompanying equipment will provide an in-service when appropriate to the specific equipment and/or simulators.

E. Receiving facility/individual (external users) must accept responsibility for any damages requiring repairs or maintenance of the equipment and/or simulators. If equipment and/or simulators taken offsite are not accompanied by simulation personnel at all times and have a value of $2500 or greater, an Equipment Release Form must be completed.

F. Receiving facility/individual (external users) will provide the adequate space and security for the simulation-based experience.

G. Each TTUHSC simulation center may have different equipment depending on their clientele and the services needed. For a descriptive list of equipment and availability per campus, see the WIKI website at: https://sim.ttuhsc.edu/simguide.

SD/JJ
Adopted: 04/2012
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