Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.070 Check-In

PURPOSE: This TTUHSC Simulation Program policy allows for accurate documentation of utilization necessary for fiscal and resource planning.

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

All TTUHSC internal or external users to include faculty, residents, students, visitors, partners and vendors must check-in upon entering the simulation centers. Check-in is required for safety and attendance purposes, and documents the utilization of the centers.

2.0 Procedure

A. Upon arriving for any activity within the simulation center, all students and residents must check-in with the personnel at the front desk.
B. Visitors and partners must check-in with the personnel at the front desk.
C. If the activity allows for reentrance throughout the day, there is no need to check back-in. However, if the activity spans across multiple days, each participant is required to check-in at the start of each day.
D. Once checked in, the individual will be directed to the appropriate location.
E. Individuals delivering materials to the simulation centers must check-in with the personnel at the front desk to be directed to the appropriate area.

SD
Adopted: 04/2012
Date of last revision: 1/20/2016