Simulation Program  
Operating Policy and Procedure Manual  

SIM OP: 90.090 Scheduling of Simulation-Based Experiences

PURPOSE: This TTUHSC Simulation Program policy is to designate the appropriate resources for all simulated experiences requests. Resources include the simulation center staff, faculty, space, supplies, equipment, and manikins/simulators.

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

To ensure fair and equitable allocation of the resources available through the simulation centers, all partners (external and internal) are required to submit an online scheduling request at http://www.ttuhsc.edu/simulation/reserve.aspx. If needed, the simulation centers’ faculty and staff will modify, without prior notice, the space allocation based on assessed needs and availability. The assessed needs and availability of resources include audio visual capabilities, type of experience (testing, skills lab, etc.), and resources (simulators, equipment, supplies, standardized patients, and faculty/staff).

All space requests require a reservation form to be submitted by stated timelines below. The simulation center director will work the parties involved to resolve conflicts. At times a face-to-face meeting between the parties requesting space and the simulation center director will occur.

Definitions:

- Formative learning – Learning activities/experiences designed to assist participants in obtaining the knowledge, skills and attitudes required for developing intra and interprofessional healthcare competencies.
- Formative assessment -- Formative assessments are conducted during the learning process and prior to summative assessments. These assessments are used to determine whether objectives have been achieved, ascertain if gaps in learning still exist, and assess readiness to provide patient care in the clinical setting. After formative assessments,
debrief with feedback should be provided and if gaps were identified; an action plan is developed jointly between the educator and learner (INACSL, 2016; Lewis et al., 2017).

- Summative assessment -- Summative assessments conducted through simulation are integrated into curricula at specific times to objectively validate achievement of a preset level of competence. Scenarios/case studies developed for summative assessments should adhere to the guidelines provided in the INACSL standard specific to simulation design and/or the Standards of Best Practice published by ASPE (Lewis et al., 2017). The instrument/s utilized to assess the learner/s need to be valid and reliable. A formalized process to prepare the educators to function a rater is recommended. Educators may evaluate learners differently thus impacting inter-rater reliability or vary their assessments over time which impacts intra-rater reliability.

2.0 Procedure

A. All reservations (simulation-based activities, committee meetings and tours) must be reserved for the actual time and space needed for experiences. Misuse of reservations may result in loss of future first come, first serve scheduling privileges. No-shows or late arrivals (greater than 15 minutes) may lose the requested space for the reservation.

B. Requisition request deadlines for space, supplies, equipment, and simulators vary due to type of simulation experience (see below). If requests are not submitted as indicated below, the simulation centers cannot guarantee the availability of supplies, equipment, simulators, standardized patients, or space.

1) All high-stakes, OSCEs, and summative simulation-based assessments need to be submitted no later than six months prior to the event. In an effort to provide appropriate IT support, all high-stakes, OSCEs, and summative events are recommended to begin at the earliest at 8:30 a.m.

2) The Simulation Program cannot guarantee availability of any recording prior to 8:30 a.m.

3) All formative assessments need to be scheduled no later than three months prior to the date of experience.

4) Any remediation related to formative or summative assessments will be scheduled so they do not conflict with any scheduled formative and summative assessments.

5) All formative learning experiences need to be scheduled no later than two months prior to the date of experience

6) Simulation-based experiences for skills development and/or validation to be scheduled no later than one month prior to the experience.

C. Anticipated space requests for remediation will not be reserved until the need for the space is verified by the course facilitator after the initial testing has occurred.

D. Space for mandatory independent practice reservations must be reserved/submitted by the faculty members requiring the independent study. Confirmation of the space will be submitted to the faculty. Faculty are to notify the students accordingly. If validation is required, the simulation center’s personnel can only validate their attendance. Faculty
will need to provide the sign-in/sign-out sheet for use at the simulation center front desk.

E. Non-mandatory independent practice can be scheduled by students, residents, or faculty utilizing the reservation form. Simulation center directors will determine the appropriate space and equipment for each experience.

F. If debrief rooms/conference rooms are not scheduled for simulation-based experiences, the Executive Director, Director or designee of the simulation center has the right to allow TTUHSC faculty, staff and students use the rooms.

G. All equipment and supply lists must be submitted one month prior to any experience. The simulation center(s) cannot guarantee the availability of supplies if requests are received later than one month.

H. Use of Electronic Health Records in simulation-based activities and/or classroom-based activities is available. The use of EHRs in simulation requires two months advanced notice prior to any activity that uses EHRs. If your EHR events occur within the simulation center, after completing the Scheduling Request Form, faculty are required to contact the Health Information Manager via e-mail to begin this process. If the EHR event occurs outside of a simulation center, the Health Information Manager must be contacted by e-mail so adequate provisions can be made.

I. Directors of the simulation center(s) will assign space based on all of the following:
   1) The simulation-based objectives of the activity
   2) The complexity of the simulation-based activity and/or skill
   3) Need for specific simulators, standardized patients, manikins, equipment and setting
   4) Need for recording of the activity
   5) Availability of space

J. Reservations from TTUHSC users and external users with contracts submitted within the appropriate timeframe (see above), are based on the following priorities:
   1) High stakes testing (i.e. OSCE, summative exams/assessment)
   2) Formative assessment (i.e. check-offs)
   3) Students and resident educational activities – formal curricula

K. The following will be prioritized once the needs listed above have been met:
   1) Academic experiences outside of formal TTUHSC academic curricula
   2) Faculty/staff development
   3) External users without contracts
   4) Tours and public relation activities
   5) Simulation-based meetings

L. Time is required to prepare and stage (to include manikins and equipment) according to simulated-based experiences.
M. Requests are confirmed via e-mail. Scheduling requests will only be addressed between 10:00 a.m. and 4:00 p.m. Monday through Friday.

N. The directors of the simulation centers are responsible for validating all events/activities are entered into the online scheduling program. The statistics acquired through the scheduler provide validation for accreditation, billing and utilization. As such, it is imperative that this data be up to date and accurate. Walk-ins are to be included on the scheduler (and entered by the simulation center campus coordinator).

O. When there is a need for communication with simulation center personnel, in addition to submitting a scheduling request form, only e-mail communication is acceptable (texting is not appropriate).

SD/SC/ML/KW/SB/MP
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