Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.090 Scheduling of Simulated 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).

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. Anticipated space requests (i.e. independent studies and remediation) will not be reserved until the need for the space is verified by the course facilitator (i.e. after testing has occurred).

C. 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. (Some courses require mandatory independent practice. If the experience is a requirement by faculty, e.g. mandatory independent study or remediation, the faculty member is required to submit the reservation. Faculty/facilitators may request the participant to complete a sign-in sheet for these experiences that is located at the simulation center’s front desk). If the student requests personalized individual study, the student submits the scheduling request.

D. 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.

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

1) Skills development and validation experiences (low to mid fidelity) require three weeks prior to the date of experience.
2) Advanced patient simulator experiences (high fidelity) require three weeks prior to date of experience.
3) Standardized patient experiences require two months prior to date of experience.

F. All supply lists must be submitted three weeks prior to any experience. The simulation center(s) cannot guarantee the availability of supplies if requests are received later than three weeks.

G. 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

H. Reservations 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) TTUHSC students and resident educational activities – formal curricula
4) Academic experiences outside of formal TTUHSC academic curricula
5) Faculty/staff development
6) External users
7) Tours and public relation activities
8) Simulation-based meetings

I. Time is required to prepare and stage (to include manikins and equipment) according to simulated-based experiences.
J. When conflicts arise the coordinator will work with faculty and clients to accommodate specific needs of all parties.

K. 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.

L. 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).

SD/ML/KW/SB
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