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.

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.**

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

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

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

5) 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 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. 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
I. 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

J. 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

K. Time is required to prepare and stage (to include manikins and equipment) according to simulated-based experiences.

L. 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.

M. 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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