Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.190 Contact Hours

PURPOSE: This TTUHSC Simulation Program policy is to define the term “contact hours” in a simulation-based activity.

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

The Society for Simulation in Healthcare (SSH) defines simulation-based activity contact hours as the number of learners times the number of hours of simulation. Simulation Programs are expected to calculate learner contact hours both in self-study for accreditation and during annual reporting to SSH. Activities may be as brief as 15 minutes or may extend over the course of hours, days, weeks, etc. (similar to a college course).

2.0 Procedure

A. The Director of Simulation IT is the individual responsible for calculating learner contact hours on an annual basis.

B. The Director of Simulation IT utilizes the Simulation Program online scheduling program to provide the avenue to query events to calculate contact hours.

C. Simulation center directors are responsible for validating all events/activities are entered into the online scheduling program. 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).

SB
Adopted: 10/2016
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