



California Health Sciences University

CHSU SIMULATION CENTER AND PROGRAM BUDGET PROCESS POLICY AND PROCEDURE

I. PURPOSE

The purpose of this CHSU Simulation Center and Program policy is to establish a fiscally responsible process for the annual budget.

II. SCOPE

The policy affects the Simulation Center Manager and staff including the following:

- CHSU COM Associate Dean of Academic Affairs or designee as Supervisor to the Simulation Center Manager
- CHSU COM Dean
- CHSU Controller
- CHSU Vice President of Operations
- CHSU CFO

Detailed procedures for this policy can be accessed in the Budget Process Policy and Procedure.

III. POLICY

The Simulation Center and Program has an established process for review of the annual Simulation Center and Program budget to ensure the support and resources are available for achieving the mission, strategic goals and anticipated outcomes of the simulation centers.

IV. PROCEDURES

- A. The Simulation Center Manager is the administrator who is ultimately responsible for the annual budget.
- B. The Simulation Center and Program budget is reviewed annually by the Simulation Center Manager and the Center staff.
- C. Requests for additional resources are reviewed and approved by the Simulation Center Manager with input from the center staff. Once approved a proposal is submitted to the appropriate CHSU administrators listed in scope in the month of March for CHSU Board approval with implementation scheduled for the successive academic year.



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- Policy Owner: Simulation Manager
- Effective Date: 8/22/2019
- Approval by Provost Date: 9/06/2019
- Approval by the President: 9/06/2019