



California Health Sciences University

CHSU SIMULATION CENTER AND PROGRAM SCHEDULING POLICY

I. PURPOSE

This CHSU Simulation Center and Program policy is to designate the scheduling of appropriate resources for all simulation-based experiences, independent study, and remediation.

II. SCOPE

This policy affects all Simulation Center administration and staff, CHSU faculty, staff, and participants (external and internal) who work in and with the CHSU Simulation Center.

III. POLICY STATEMENT

To ensure fair and equitable allocation of the resources available through the Simulation Center, all clients (external and internal) are required to submit a request to use the facilities. All scheduling goes through the office of the Simulation Center Director at simulationcenter@chsu.edu.

The SIMULATIONiQ calendar is used by CHSU faculty and staff to only find an open session time. Once the request is received, Simulation Center Staff coordinate this calendar. Access is based on available days and times per requests.

- Non-Simulation Events Facilities Request – this includes all rooms within the Simulation Center.
Submit a [Simulation Facility Request Form](#) and email to simulationcenter@chsu.edu
- Multiple Dates for Curricular Events – These are based on the course needs for use of the Simulation Center facilities, either a single room or multiple rooms.
Email the list of days and times to simulationcenter@chsu.edu
- The Simulation Conference room (175) can be requested through the Outlook Calendar but requires approval from the Simulation Center Director to avoid conflicts.
- Simulation-Based Experiences – A new or revised patient case/scenario that requires planning in collaboration with the Simulation Center staff. Submit a Simulation Scenario Request Form and email to simulationcenter@chsu.edu

If any of the following occur, the Simulation Center Director or staff would be unable to provide the requested scheduled experience. Notice will be given as early as possible to all involved once the problems have been identified.



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- The systems (SIMULATIONiQ, cameras, audio announcing, etc.) are down and was needed for recording or testing
- Manikins are not functioning and were requested for testing
- The simulation center as a facility went down mechanically (electrical, temperature/air conditioning, etc.)
- The simulation center staff become unavailable to provide the experience due to accident, injury, emergency, etc. This includes standardized patients who were scheduled and canceled before the experience.

The Simulation Center Request Timeframe aids in planning for each semester and should be followed. The Simulation Center Director and staff will work with the parties involved to resolve any time and space conflicts. At times a face-to-face meeting between the parties requesting space and the Simulation Center Director and staff may be required.

Data acquired through the online scheduler provide validation for accreditation, billing and use. All data is to be kept current and accurate.

Simulation-based experiences for independent study and/or remediation purposes may be scheduled in the simulation center only by the student's faculty.

No-shows or late arrivals (15 minutes or greater) could result in the loss of requested time due to overlap with the next simulation-based experience.

Detailed procedures for this policy can be accessed in Scheduling Policy and Procedure #350.13.

IV. RESPONSIBILITY

Simulation Center Manager, Simulation Center staff, all CHSU faculty and facilitators, internal and external clients and students of CHSU are responsible to uphold and follow this policy.

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- Policy Owner: Simulation Center Director
 - Effective Date: 8/22/2019
 - Revised Date: 7/08/2020
 - Approval by Provost Date: 7/30/2020
 - Approval by the President: 7/30/2020