



# California Health Sciences University

## CHSU SIMULATION CENTER AND PROGRAM TOUR POLICY

#350.15

### **I. PURPOSE**

This CHSU Simulation Program policy is to establish guidelines for scheduling tours in the CHSU Simulation Center.

### **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**

All customers to the Simulation Center are welcome to tour.

The Simulation Center has expensive equipment, simulators, and computers requiring protection by qualified trained staff.

The Center is a unique building and is viewed as a “clinical environment”. The Center staff is responsible for assuring cleaning and disinfecting of all equipment and surfaces before and after use, including tours.

Tours of the Simulation Center can be requested by sending an email to [simulationcenter@chsu.edu](mailto:simulationcenter@chsu.edu) or calling the Simulation Center Director’s office. Availability is dependent on pre-scheduled use of the center. Every effort will be made to accommodate a tour.

The Simulation Center Director and staff will ensure arrangement, safety and quality for all tours. Simulation demonstration may be included if requested and time permits.

### **IV. PROCEDURES**

- A. Walk-in groups or individuals (impromptu) who arrive at the Center or and have not emailed or called the Simulation Center Director in advance cannot be accommodated.
- B. Tours will be conducted by a Simulation Center employee unless a special request is made for a specific individual.
- C. Not all equipment is available nor appropriate for tours (dependent on age groups). Use of equipment will be determined by the Simulation Center Director and staff.



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- D. Tours will only be conducted during business hours unless approved by the COM Dean and Simulation Center Director.
- E. A confirmation e-mail will be sent to the requester once the tour date has been scheduled. Included in the email:
  - Map to the CHSU campus, Simulation Center highlighted
  - Appropriate attire for the tour (professional casual, closed toed shoes)
  - When to arrive and where to park
  - CHSU contact email and phone
- F. An online satisfaction survey may be sent to all attendees following the tour.
- G. The Target Audience chart provides ratios, time and activities for specific tour groups.

Target Audience	Audience Tour Lead Ratio Lead Staff	Time (minutes)	Activities
Elementary School (4-6) Middle School (7-8)	15:1 <i>Chaperones Required</i> Simulation Staff	5-15	Vital signs, Mannequin capabilities demo
High School (9-12) (technology focused, non-health careers)	10:1 <i>Chaperones Required</i> Simulation Staff	5-20	Mannequin capabilities demo, A/V equipment demo, training equipment, health career in technology focus
Prospective students (high school health science, college health careers, applicants to CHSU)	5:1 Faculty Facilitator Simulation Staff Simulation Director Potential enrolled medical student	30	Mannequin capabilities demo – simple scenario run through, Standardized patient demo – simple scenario run through
Donors/Alumni/Potential Faculty, Community Partners	1:1 5:1 (small groups) Simulation Staff Simulation Director Dean or designee	>30	Mannequin capabilities demo – simple scenario run through Standardized patient demo – simple scenario run through Teaching Kitchen

### V. RESPONSIBILITY

Simulation Center Director and staff, CHSU faculty, staff and students are responsible for upholding this policy.



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- Policy Owner: Simulation Center Director
- Effective Date: 8/22/2019
- Revised Date: 6/22/2020
- Approval by Provost Date: 6/24/2020
- Approval by the President: 6/29/2020