

POLICY                    **SCHEDULING THE SIMULATION CENTERS**  
PPM ID                1.0  
Approved:            February 2015; February 2017; August 2019  
Last Revised:        July 2019

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**Overview** The purpose of this document is to ensure fair and equitable allocation of the resources available within the College of Nursing Simulation Center (resources include staff, space, supplies, equipment, mannequins, & simulators).

## **I. Initial Scheduling Request**

- A. *Initial request for simulation space and usage is available through an automated on-line request form located at the following link:*

[http://nursing.utah.edu/simulation-learning-center/request\\_form.php](http://nursing.utah.edu/simulation-learning-center/request_form.php)

## **II. Scheduling Priority**

- A. *Priority scheduling will be given to Health Sciences Educational Programs in order of highest usage for the center. High use projections will be determined on a quarterly basis.*
- B. *Scheduling for all other events will be done on a first come first serve basis at a maximum of 1 year advanced notice.*

## **III. Scheduling Deadlines**

- A. *College of Nursing Simulation Learning Center – Advanced/Basic Preparation Studio*
1. **6-week notice** for initial request form including standardized/simulated patient (SP) requests
  2. **3-week notice** for disposable supply order form and standardized/simulated patient initial details (number of actors/work hours/approximate age/gender)
  3. **1-week notice** for final simulation scenario submission including all set-up details:
    - Simulation timeline
    - Orientation/Prebrief/Storyboard/Debrief activities
    - Room set-up details including equipment
    - Monitor programming
    - Disposable supply cart set-up
    - Moulage/Patient appearance
    - Manikin programming and algorithm
    - Medication dispensing system set-up
    - Medication orders/medication creation instructions
    - Simulation handouts and/or electronic copies for display
  4. **72-hour notice** for final standardized/simulated patient script including all prompts.
  5. Late submissions will be considered if availability of resources and a finalized scenario, including set-up details listed above, are present.
  6. Simulation Center Manager reserves the right to cancel any educational events missing final simulation scenario including set-up details and/or final SP scripts.

**IV. Cancellation**

*A. Cancellation of use and time booked in the College of Nursing Simulation Center must be made two weeks in advance.*

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|--|-------------|
| 1. Events cancelled > two weeks in advance | No charge   |
| 2. Events cancelled one week in advance    | 50% charge  |
| 3. Events cancelled < 1 week or > 24 hours | 75% charge  |
| 4. Events cancelled less than 24 hours     | 100% charge |

*B. Cancellation of Standardized Patient(s) must be made at least two weeks in advance.*

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|---|---------------|
| 1. Standardized patient(s) cancelled > two weeks in advance | No Charge     |
| 2. Standardized patient(s) cancelled one week in advance    | 2 hrs. /SP(s) |
| 3. Standardized patient(s) cancelled less than 24 hours     | 100% Charge   |

*Please see Policy 2.0 for Charges/Fees for use of Simulation Learning Centers*