POLICY: Scheduling Requests for UVM Clinical Simulation Laboratory (CSL)

September 12, 2024

There is an ever-increasing demand for CSL resources, and a finite amount of space and time. The following is the process to:

1. Request CSL space and other resources
2. Work with CSL staff to resolve overlapping requests for the same resources
3. Receive confirmation of reserved resources in a timely manner

**Guidelines and Process FOR ALL Requesting CSL Space and Resources:**

* 1. Academic Programs with specific simulation-based graduation requirements have first priority for CSL resources. This includes Larner College of Medicine (LCOM), College of Nursing and Health Sciences (CNHS), and some residency and fellowship programs.
  2. All requests must be submitted by due date outlined below under “Date Details”
  3. Requests are entered in the CSL calendar as “tentative” until all requests are submitted for that time period. Conflicting or overlapping requests are then identified and you are contacted and offered alternatives.
  4. Within one month after the request due date, confirmations for space and resources are sent via email.

**For Larner College of Medicine**

1. Calendar and resource requests should be directed to:
   1. SP Methodology-based requests, contact SP Educator (SPE) responsible for Foundations and Clerkship simulations: [Shirley.McAdam@med.uvm.edu](mailto:Shirley.McAdam@med.uvm.edu)
   2. Non-human simulation resource requests, contact: [Andrew.Strong@med.uvm.edu](mailto:Andrew.Strong@med.uvm.edu)
2. Faculty and staff requesting first-time simulation activities must direct requests to
   1. SP Methodology-based requests, contact: [Shirley.McAdam@med.uvm.edu](mailto:Shirley.McAdam@med.uvm.edu)
   2. Non-human simulation resource requests, contact: [Andrew.Strong@med.uvm.edu](mailto:Andrew.Strong@med.uvm.edu)
   3. If undetermined which methodology is most appropriate, contact [Daniel.Ackil@uvmhealth.org](mailto:Daniel.Ackil@uvmhealth.org)
      1. CSL director will meet with anyone requesting resources for first-time simulation activities, request and/or assist with goals and objectives, review simulation education best practices and safety guidelines, and determine whether the activity is best suited for SP Methodology-based simulation, non-human/manikin-based simulation, or a hybrid of the two.
      2. Then CSL Director will refer client to the appropriate SP Educator (SPE) and/or Sim Tech for further development.
      3. Requests to design new simulations must be submitted at least 8 weeks before requested dates.
      4. All materials for simulations must be completed and received at least 4 weeks in advance of requested dates. **Failure to provide all materials will result in cancellation of the event.**

**For Department of Nursing (DON):**

1. Calendar and resource requests: complete this online booking form: <https://qualtrics.uvm.edu/jfe/form/SV_23jZNoqZ9C3DyMm>
2. Faculty and staff requesting first-time simulation activities and or make significant changes to existing simulations must direct requests to DON Director of Simulation Education: Sarah Manacek: [sarah.manacek@med.uvm.edu](mailto:sarah.manacek@med.uvm.edu)
   1. All materials for new simulations must be completed and received at least 4 weeks in advance of requested dates. **Failure to provide all materials will result in cancellation of the event.**

**For College of Nursing & Health Sciences (CNHS) – other than nursing requests:**

1. Calendar and resource requests: complete this online booking form: <https://qualtrics.uvm.edu/jfe/form/SV_23jZNoqZ9C3DyMm>
2. Faculty and staff requesting first-time simulation activities and or make significant changes to existing simulations, contact Assistant Dean of Clinical Simulation: [daniel.ackil@uvmhealth.org](mailto:daniel.ackil@uvmhealth.org)
   1. All materials for new simulations must be completed and received at least 4 weeks in advance of requested dates. **Failure to provide all materials will result in cancellation of the event.**

**For UVMMC and others:**

Calendar and resource requests: complete this online booking form: <https://qualtrics.uvm.edu/jfe/form/SV_23jZNoqZ9C3DyMm>

**Date Details**

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| **Resources Requests** | **Spring Simulations:**  **January 2-May 15** | **Summer Simulations:**  **May 16-August 15** | **Fall Simulations:**  **August 16-January 2** |
| Open | Sept 15 | Jan 15 | March 15 |
| Requests due by | Oct 15 | Feb 15 | April 15 |
| Confirmation by email | Nov 15 | March 15 | May 15 |