

Day to Day Operations

Priority of Use

Policy

The goal is to provide a transparent scheduling process and accommodate all activities by finding room(s), time and staffing (SPs, Sim Specialists) that will meet the need of the activity.

Procedures

1. Academic Programs with specific simulation based graduation requirements are given top priority for CSL resources. This includes the CNHS, LCOM and some residency and fellowship programs.
2. If this is a new course and or new simulation, you must schedule a meeting with The Director of Simulation Education and Operations.
3. Once the course development is underway and the resources have been identified, you will meet with the CSL Scheduler (Sarah Page), with your syllabus or project plan in hand.
4. They will enter your request in as tentative until we have all requests in during the time period
5. Outlined below. Within one month after the request window is closed, we will confirm by email that you have secured your request.

Date Details

Resources Requests	Spring Sims falling between Jan 15th- May 14th	Summer Sims falling between May 15 th - August 30 th	Fall Sims falling between August 31 st – Jan 15 th
Open	Sept 1	Nov 15	Jan 15
Close	Nov 15	Jan 31	April 15
Confirmation by email	Dec 15	March 1	May 15

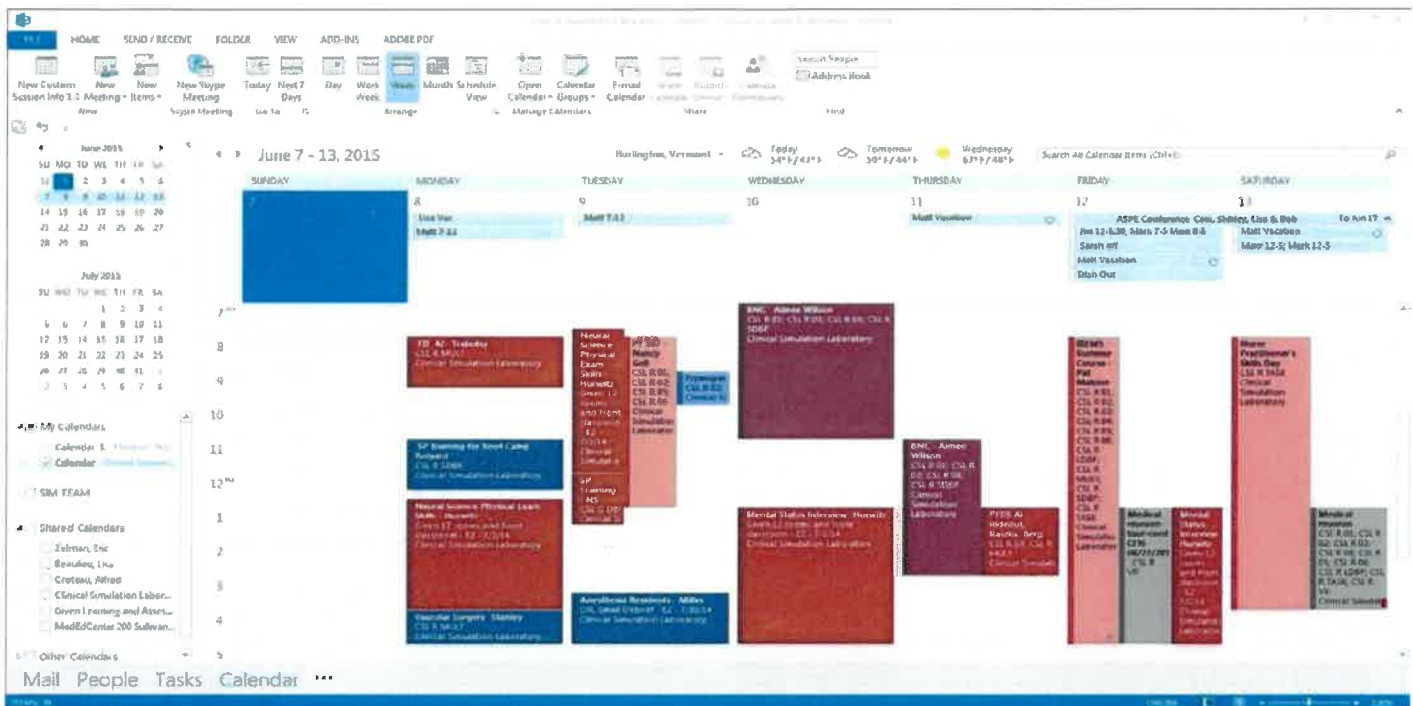
Event Schedules Policy

Schedules need to be readily accessible and in a format that is both easy to read and to use.

Procedures

Schedules are created and maintained by the Simulation Specialist who is assigned this responsibility. The schedules are saved with the event in the CSL Calendar (MS Outlook). The calendar events are color coded to identify LCOM, CNHS, UVMMMC Residents, UVMMMC Nursing, tours, other, etc.

Sample of CSL Calendar:



Cancellation Policy

To keep rooms and resources available the CSL needs to be made aware of cancellations as soon as possible.

Procedure

- The instructor, or organizer emails sarah.e.page@med.uvm.edu as soon as it is known that there is a need to cancel.
- Frequent cancellations may require a conversation with the Director of Simulation and Operations so as to fully understand the reason for cancellations.
- If an instructor, or organizer, is a “no show” then a meeting will be requested by the Director Of Simulation Education and Operations.

Illness Policy

It is important for all participants, staff and faculty/staff instructors to notify us as soon as possible of their absence so that we can attempt to find adequate coverage.

Procedure

- **Participant Illness:** If a participant presents themselves to a simulation as being ill, the participant will be asked to leave the simulation. If the simulation is Standardized Patient based, the SP educator will notify the course director that the participant left the session due to illness. If the simulation is manikin or task trainer based, the simulation specialist will be responsible for notifying the course director. Make up sessions may be offered or the staff may be able to work the participants into other simulation activities.
- **CSL Staff Illness:** The staff member will notify the Director of Simulation Education and Operations via email, text, or phone call correspondence in the event that they “call out sick.”
- **Faculty/Staff Instructor:** It is the instructor’s responsibility to call the CSL as far in advance as possible if the instructor cannot make the session. The CSL will attempt to find someone to substitute for the instructor. If no substitute can be found, then the simulation session will be cancelled. At no time will the session commence without an instructor.