

## MSC Policies and Procedures

### Simulation Center Operations

#### Access

The UT Center for Advanced Medical Simulation is located at 1932 Alcoa Hwy. on level 2 of the Building C and D parking garage. Regular hours of operation are Monday through Friday from 8 a.m. – 4:30 p.m. Exceptions can be made for time outside of these hours after discussion with the Simulation Center Coordinator and approval by the Administrative Director. The Simulation Center is locked outside of these regular hours.

#### Facility use (what can or cannot be done in facility)

- Medical Education courses or deliberate practice sessions that involve medical procedural and/or communication skills
- Medical research that explores the use of simulation in medical education, development of simulated anatomical models, or communication skills between medical team members and/or patients

#### Priority of use

- GSM and UHS related courses will have priority scheduling.
- GSM and UHS departments can only “block” schedule for 3 month time segments. This will be continued or “rolled over” every 3 months if there are no conflicting MSC staff schedules. If there are more than 2 cancelled classes in a 3 month period, that department should reconsider the need for “block” scheduling for the next 3 months.
- Outside medical/educational institutions will have second priority for scheduling
- Private Industry or vendor sponsored courses will have last priority
- If any 2 courses within the same “priority” category ask for the same time slot – the first request that was received by phone or e-mail (logged in by date then time) will be given the spot. If the times were too close to determine or unsure, the final decision will be made by the Medical Director

#### Fee schedule

No fees will be charged for UT GSM or UHS courses. See attached lab fee schedule for *outside institutions or private industry*.

## Scheduling

1. All Simulation Center events will be scheduled by the Lab Coordinator by E-mail or phone call. (Judy Roark – [jroark@utmck.edu](mailto:jroark@utmck.edu) or 305-9219). Courses should be scheduled at least one month in advance. Some exceptions to this time frame may be made depending on the type of session needed (e.g. deliberate practice) and the availability of space, equipment, and personnel. All sessions involving a *new* curriculum must be scheduled at least one month in advance.

- *If e-mailing*, state the course name and dates and times being requested in the message, then complete and attach the **Curriculum Template /Scheduling Request Form\***.
- *If calling*, have this information ready to give\*:  
**Date/time requested**  
**Department Name/Course name**  
**Instructor and Back-up instructor\*\* (must be on UTCAMS Approved Faculty list)**  
**Contact information for instructor (i.e. phone and/or beeper#)**  
**Number of students**

\* **Curriculum Template/Scheduling Request Form**. This form MUST be submitted when scheduling the course. It can be filled out, saved, and attached to an e-mail with the initial request, or if scheduling by phone, can be completed and e-mailed to the lab coordinator ASAP after scheduling. A previously finalized and approved curriculum can be reused for repeating classes but a new email should be sent to the Lab Coordinator to indicate the new requested course dates/times and the name of the existing curriculum that is being used. Any modifications to an existing curriculum should be made on a new **Curriculum Template/Scheduling Request Form** and should have the “modified curriculum” box checked. **Curriculum Template/Scheduling Request Forms** can be obtained on-line at the GSM/Medical Simulation Center webpage: <http://gsm.utmck.edu/simulation/main.cfm> or by calling the Administrative Director (305-4626) or Lab Coordinator (305-9219) and requesting a form to be emailed or faxed.

2. If using a scenario for the scheduled course **Scenario Template Forms** must also be submitted to the Lab Coordinator with the initial request. All scenarios must have a practice run through **no later than 1 week before** the scheduled course. FAILURE TO DO THIS MAY RESULT IN NOT HAVING ALL EQUIPMENT OR SUPPLIES AVAILABLE FOR THE COURSE. The **Scenario Template Forms** are also located on-line at the GSM/Medical Simulation Center webpage: <http://gsm.utmck.edu/simulation/main.cfm> or by contacting the UTCAMS staff.
3. Lab Coordinator will send **e-mail** confirmation of course date and time to Instructor.

\*\* *Back-up instructors are recommended to help prevent cancellation and can be called if the scheduled instructor has an emergent case or is a no-show. All back-up instructors must also be on the UTCAMS Approved Faculty list.*

### **Cancellation policy**

- Courses should be cancelled at least one week prior to course date and sooner if possible.
- Courses will be canceled by calling or e-mailing the lab coordinator.
- Courses may be cancelled or rescheduled by the Simulation Center due to unforeseen events. In this case, every effort will be made to reach all involved parties as soon as possible through the contact information given when the session was scheduled.

### **Recording of scheduled events**

- The Simulation Center calendar will be maintained by the lab coordinator and the Administrative Director on Microsoft Outlook Calendar. Access to this scheduling calendar is limited to the MSC Directors and the Lab coordinator.

### **Loan out policy**

Some simulation models and/or equipment may be requested to be loaned out from the Simulation Center on a case by case basis at the discretion of the Lab Coordinator or Administrative Director. A “Loan Agreement Form” must be completed and signed by the borrower and the lab coordinator prior to any items leaving the Simulation Center. The borrower will have full responsibility for any damage to or loss of the items loaned. Loan Agreement Forms are only available in the Simulation Center. See attachment for copy of Form.