



Policy Name: Access to the Simulation Centre Policy		
Owner:	Director, Simulation Centre	Effective Date: 04/05/2017
Lead:	Director, Simulation Centre	Review Date: 07/01/2021
Approved By:	Simulation Centre Steering Committee	Approval Date: 06/29/2017
Related Policies and Procedures:	NAIT Key Policies/Procedures	

1.0 POLICY STATEMENT

This policy is required to ensure appropriate access to the Simulation Centre.

2.0 SCOPE

This policy outlines staff and user access to the School of Health and Life Sciences Simulation Centre.

3.0 DEFINITIONS

None

4.0 GUIDING PRINCIPLES

The Director of the Simulation Centre presented 8 options to the School of Health and Life Sciences leadership on April 5, 2017. While developing these options, the following were considered:

- Confidentiality of simulations
- Simulations in the waiting area
- Managing standardized patient's entrance and exit
- Scheduling procedures
- Setup and takedown of simulations
- AV set ups
- Equipment storage/usage
- Monitoring of supplies
- Events and tours

This policy will adhere to the decision made by the School of Health and Life Sciences' leadership team.

The following School of Health and Life Sciences positions will have full access to Simulation Centre:

- Dean, School of Health and Life Sciences
- Associate Deans, School of Health and Life Sciences
- Director, Simulation Centre

- Simulation Coordinator, Simulation Centre
- Simulation Technologists, Simulation Centre
- Administrative Assistant, Simulation Centre
- AV Technologists, Simulation Centre
- Biomedical Technologists, School of Health and Life Sciences

Simulation Centre users and additional staff will not be given permanent access. They will be able to sign out access fobs from the Simulation Office. In doing so, users will recognize that it is their responsibility to follow all Simulation Centre policies, procedures, and etiquette. Additionally, it is the responsibility of the user/staff member to return the access fob within 10 hours of signing it out, unless otherwise approved by Director, Simulation Centre.

5.0 OTHER RELATED DOCUMENTS

- Simulation Centre Access options (presented April 5, 2017)
- Facilitator Checklist

6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
April 20, 2017	Initial draft.
June 29, 2017	Approved by Steering Committee.
June 13, 2019	Reviewed. No changes required.