



School of Health & Life Sciences
Procedure

Policy Name: Simulation Centre Booking		
Owner:	Director, Simulation Centre	Effective Date: 07/01/2017
Lead:	Director, Simulation Centre	Review Date: 07/01/2021
Approved By:	Simulation Centre Steering Committee	Approval Date: 08/15/2017
Related Policies and Procedures:		

1.0 PURPOSE

This policy outlines how internal simulation bookings are managed and prioritized.

2.0 SCOPE

This standard operating procedure will include guidance on the following:

- Booking a simulation
- Booking deadlines
- Booking conflicts
- Booking cancellations

3.0 DEFINITIONS

TERM	DEFINITION
Confederate	A non-patient individual that is part of a simulation to enhance realism or to provide additional challenges or information for the participants.
Lead Facilitator	The facilitator involved in all steps of a specific simulation activity (including planning, implementation, and delivery). This facilitator coordinates, prepares, and mentors the other facilitators for that activity.
Patient Model (PM)	An individual utilized in simulation that does not have a significant acting role, interaction with students, or require training for their role. Instead, the PM acts more as a substitute for a manikin in simulations where a manikin would be insufficient.
Simulation Centre Staff	Includes the Simulation Centre Director, Simulation Coordinator, Simulation Technologists, Administrative Assistant, AV Technologists, and Biomedical Technologists.
Standardized Patient (SP)	An individual trained to portray a real patient with medical problems, allowing students to practice clinical skills on him- or herself to further their education.

4.0 PROCEDURE

STEP	ACTION	RESPONSIBLE
1	<p>Lead Facilitator completes Simulation Booking Form located at http://www.nait.ca/101380.htm. Forms must be completed by the below deadlines specified for each term:</p> <p>Fall Term (September - December): May 15 Winter Term (January - April): September 1 Spring Term (May - June): January 2 Summer Term (July - August): January 2</p> <p>Completion of the form does not guarantee room booking.</p>	Lead Facilitator
NOTE	After the booking deadline, ad hoc and external bookings will be reviewed and considered for bookings.	
NOTE	Bookings submitted after the deadline dates and ad hoc bookings cannot be guaranteed and will be approved based on availability and resources.	
2	Simulation Centre Staff reviews requested time.	Simulation Centre Staff
3a	If available, Simulation Centre Staff will confirm tentative booking with the Lead Facilitator and distribute Successful Simulation Checklist.	Simulation Centre Staff
3b	If a booking conflict exists, Simulation Centre Staff will employ prioritization guidelines to accommodate requests, if possible.	Director of the Simulation Centre, Simulation Coordinator
NOTE	<p>If a booking conflict arises, the Simulation Centre will coordinate with all parties to see if a resolution can be achieved. If this is not possible, priority will be determined based on the following, in descending order of importance:</p> <ol style="list-style-type: none"> 1. Was booking received before the deadline? 2. Is the booking for clinical replacement? 3. Is the booking for summative assessment? 4. Is the booking for formative assessment? 5. Is the booking for low-fidelity formative simulation? <p>The Director of the Simulation Centre or designate will make the final decision on conflicting requests.</p>	
4	Six weeks prior to booking, Lead Facilitator submits via email (to sim@nait.ca) completed Scenario Template and Simulated Patient and Confederate Request Form.	Lead Facilitator
5	Administrative Assistant will contact Lead Facilitator to book Simulation Confirmation Meeting.	Administrative Assistant
6	The Simulation Coordinator, Administrative Assistant, Simulation Technologists, and Lead Facilitator will review the scenario, scripts, equipment, technology, and resources.	Simulation Coordinator, Administrative Assistant, Simulation Technologists, Lead Facilitator
7	Both facilitators and students require orientation prior to their first simulation activity.	Lead Facilitator

STEP	ACTION	RESPONSIBLE
	Facilitator orientation can be booked no later than one week prior to the simulation event.	
8	Coordinate the student orientation prior to simulation event.	Lead Facilitator
9	The Simulation Centre Staff provides final confirmation of simulation booking via email.	Simulation Centre Staff
NOTE	It is imperative that Simulation Centre be informed as soon as possible if an existing room reservation is no longer required. With notice, we may be able to accommodate requests from other programs that have been placed on the waiting list. Please contact room bookings at sim@nait.ca.	

5.0 OTHER RELATED DOCUMENTS

- Scenario Template
- Simulation Booking Form
- Simulated Patient and Confederate Request Form
- SP Booking Form
- Successful Simulation Checklist
- Facilitator Orientation Checklist
- Participant Orientation Checklist

6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
June 29, 2017	Approved by Steering Committee.
July 13, 2017	Definitions added for Lead Facilitator, Simulation Centre Staff
August 15, 2017	<ul style="list-style-type: none"> • Definition of Confederate added. • Changed Procedure: Step 4 from that Lead Facilitator fills out U of A's SP Booking Form to NAIT's Simulated Patient and Confederate Request form. • In Other Related Documents, added Simulated Patient and Confederate Request form.
June 13, 2019	Reviewed. No changes required.