School of Health & Life Sciences

Policy

Policy Name:	Access to The Centre for Advanced Medical Simulation Policy		
Owner:	Director, Centre for Advanced Medical Simulation	**Effective Date:**	04/05/2017
Lead:	Director, Centre for Advanced Medical Simulation	**Review Date:**	07/01/2021
Approved By:	Operational Leadership Council	**Approval Date:**	12/19/2023
Related Policies and Procedures:	NAIT Key Policies/Procedures		

1.0 POLICY STATEMENT

This policy is required to ensure appropriate access to the Centre for Advanced Medical Simulation (CAMS).

2.0 SCOPE

This policy outlines staff and user access to the CAMS.

3.0 DEFINITIONS

None

4.0 GUIDING PRINCIPLES

The Director of the CAMS 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 CAMS:

- President of NAIT
- Vice President's of NAIT
- Dean, School of Health and Life Sciences
- Associate Deans, School of Health and Life Sciences

- Director, CAMS
- Manager, CAMS
- Simulation Technologists, CAMS
- Administrative Assistant CAMS
- AV Technologists, CAMS
- Biomedical Technologists, School of Health and Life Sciences
- Paramedic Programs Educational Technologists
- Respiratory Therapy Educational Technologists
- Diagnostic Imaging Educational Technologists
- Research Associate, CAMS
- Business Development and Sales Lead, School of Health and Life Sciences
- Project Team Members as needed, CAMS

CAMS users and additional staff will not be given permanent access. They will be able to sign out access card from the Simulation Office. In doing so, users will recognize that it is their responsibility to follow all CAMS policies, procedures, and etiquette. Additionally, it is the responsibility of the user/staff member to return the access card within 12 hours of signing it out, unless otherwise approved by Manager, CAMS

5.0   OTHER RELATED DOCUMENTS
- CAMS 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.
November 29, 2023	Reviewed. Updated terminology to reflect current staffing model