



## Procedure

<b>Policy Name:</b> Centre for Advanced Medical Simulation Booking Procedure	
<b>Owner:</b> Director, Centre for Advanced Medical Simulation (CAMS)	<b>Effective Date:</b> 07/01/2017
<b>Lead:</b> Manager, CAMS	<b>Review Date:</b> 12/19/2023
<b>Approved By:</b> School of Health and Life Sciences (SHLS) Operational Leadership Council	<b>Approval Date:</b> 12/19/2023
<b>Related Policies and Procedures:</b>	CAMS Resource Prioritization

### 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. This role is played by either an instructor or a fellow student.
Lead Facilitator	The facilitator is 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.
CAMS Staff	Includes the CAMS Director, CAMS Manager, Simulation Technologists, Administrative Assistant, and AV 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. This individual may also be portraying another non-patient role, such as a family member or other healthcare professional.

4.0 PROCEDURE

STEP	ACTION	RESPONSIBLE
1	<p>Lead Facilitator completes Simulation Booking Form located at <a href="https://www.nait.ca/centre-for-advanced-medical-simulation">https://www.nait.ca/centre-for-advanced-medical-simulation</a> Forms must be completed by the below deadlines specified for each term:</p> <p>Fall Term (September - December): June 1                      Winter Term (January - April): September 15                      Spring Term (May - June): January 15                      Summer Term (July - August): February 15</p> <p>Completion of the form does not guarantee room booking.</p>	Lead Facilitator
NOTE	<b>After the booking deadline, ad hoc and external bookings will be reviewed and considered for bookings.</b>	CAMS Manager and Administrative Assistant
NOTE	<b>Bookings submitted after the deadline dates and ad hoc bookings cannot be guaranteed and will be approved based on availability and resources.</b>	
2	CAMS Manager and Administrative Assistant review requested time and space.	CAMS Manager and Administrative Assistant
3a	If available, CAMS Administrative Assistant will confirm tentative booking with the Lead Facilitator within 5 business days of the booking deadline.	CAMS Manager and Administrative Assistant
3b	If a booking conflict exists, CAMS Administrative Assistant will employ prioritization guidelines to accommodate requests, if possible.	CAMS Administrative Assistant
NOTE	<p><b>If a booking conflict arises, the CAMS 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:</b></p> <ol style="list-style-type: none"> <li>1. Was booking received before the deadline?</li> <li>2. Is the booking for clinical replacement?</li> <li>3. Is the booking for summative assessment?</li> <li>4. Is the booking for formative assessment?</li> <li>5. Is the booking for low-fidelity formative simulation?</li> </ol> <p><b>The Manager of the CAMS or designate will make the final decision on conflicting requests.</b></p>	
4	Six weeks prior to booking, Lead Facilitator submits via email (to <a href="mailto:sim@nait.ca">sim@nait.ca</a> ) a completed Scenario Document if it is a new simulation.	Lead Facilitator

5	Simulation Technologist will contact Lead Facilitator 4-6 weeks prior to simulation date to book Simulation Confirmation Meeting.	Simulation Technologist
6	Administrative Assistant, Simulation Technologists, and Lead Facilitator will review the scenario, scripts, equipment, technology, simulated patient needs, and any other resources during the simulation confirmation meeting.	Administrative Assistant, Simulation Technologists, Lead Facilitator
7	If it is determined during the simulation confirmation meeting that Simulated Patients or Patient Models are required, the appropriate booking process is initiated	Simulation Technologist
8a	<u>For Patient Model Bookings:</u> Confirm patient model availability with appropriate personnel and book services. If patient models are not available, simulated patient will be booked in its place	CAMS Administrative Assistant
8b	<u>For Simulated Patient Bookings:</u> Complete the U of A Standardized Patient Program online booking request form.	Simulation Technologist
<b>NOTE</b>	<b>Both facilitators and participants require orientation prior to their first simulation activity. Orientation must be completed each academic year and resets July 1 of each year. All orientations are provided online.</b>	
9	Coordinate to ensure the orientation for all facilitators, standardized patients, patient models and participants is complete prior to simulation event.	Lead Facilitator, CAMS Administrative Assistant, U of A Standardized Patient Program
<b>NOTE</b>	<b>It is imperative that the CAMS 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 CAMS at <a href="mailto:sim@nait.ca">sim@nait.ca</a></b>	

**5.0 OTHER RELATED DOCUMENTS**

- Scenario Template
- Simulation Booking Form
- CAMS Simulated Patient and Confederate Booking Procedure (External to CAMS)

## 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"><li>• Definition of Confederate added.</li><li>• 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.</li><li>• In Other Related Documents, added Simulated Patient and Confederate Request form.</li></ul>
June 13, 2019	Reviewed. No changes required.
November 29, 2023	Reviewed. Updated terminology. Updated to reflect current process.