



Policy Name: Centre for Advanced Medical Simulation Resource Prioritization Policy		
Owner:	Director Centre for Advanced Medical Simulation (CAMS)	Effective Date: 09/01/2017
Lead:	Manager, CAMS	Review Date: 12/19/2023
Approved By:	School of Health and Life Sciences (SHLS) Operational Leadership Council	Approval Date: 12/19/2023
Related Policies and Procedures:	CAMS Booking Procedure	

### 1.0 POLICY STATEMENT

The CAMS hosts events for external organizations and many different facilitators from a wide variety of departments. When more than one user wants to utilize the CAMS at a given time, a conflict arises. This policy offers guidelines to help resolve such conflicts, so that the CAMS' resources are put to the best use.

### 2.0 SCOPE

This policy will include guidance on the following:

- Actions to take if conflict arises over CAMS resources
- General guidelines for prioritization of CAMS resources

### 3.0 DEFINITIONS

TERM	DEFINITION
Clinical Replacement	Simulation designed to reduce clinical time and replace it with simulation.
Facilitator	An individual involved in the delivery of simulation activities under the guidance of the Lead Facilitator.
Formative Assessment Simulation	When a student is given feedback on their performance in a simulation, so that they may improve going forward. This type of assessment does not contribute toward the overall grade for a course.
Low-Fidelity Formative Assessment Simulation	When a formative assessment simulation is not complex in terms of simulation technology and resources required.
Summative Assessment Simulation	When a student is given feedback on their performance in a simulation that, in part, determines an overall grade for a course and/or program.

## GUIDING PRINCIPLES

- 3.1 If two or more parties request CAMS resources for the same time, CAMS staff will first attempt to negotiate with all parties to see if requests can be modified so that all can be accommodated.
- 3.2 In the event that requests cannot be modified, priority will be determined based on the following questions, in descending order of importance:
1. Was the booking received before the deadline outlined in the Centre for Advanced Medical Simulation Booking Procedure?
  2. Is the booking for clinical replacement?
  3. Is the booking for summative assessment simulation?
  4. Is the booking for formative assessment simulation?
  5. Is the booking for low-fidelity formative simulation?
- 3.3 If the internal bookings in conflict are of the same priority according to 4.2, the event(s) booked earlier is more likely to be accommodated. The Manager of CAMS or designate will make the final decision on conflicting requests.
- 3.4 All booking requests (room and equipment) are tentative until 4-6 weeks before the scheduled simulation when a Simulation Confirmation meeting is held. Before this meeting, specific requests can be altered.
- 3.5 External organizations may book the CAMS for simulations that are in agreement with our mission, vision, and goals. External bookings will be considered after the internal School of Health and Life Sciences (SHLS) booking deadlines and based on available resources.

#### **4.0 OTHER RELATED DOCUMENTS**

- CAMS Booking Procedure

#### **5.0 DOCUMENT HISTORY**

DATE	ACTION/ CHANGE
June 27, 2017	Initial draft.
October 10, 2017	Policy approved.
June 13, 2019	Reviewed. No changes required.
November 29, 2023	Reviewed and updated terminology