

 CENTRE FOR ADVANCED MEDICAL SIMULATION	Centre for Advanced Medical Simulation Booking Standard Operating Procedure
	QMR-P-001
Author: Manager, Centre for Advanced Medical Simulation (CAMS)	Implementation Date: July 1, 2017
Owner: Director, Centre for Advanced Medical Simulation (CAMS)	Revision Date: August 20, 2025

PURPOSE

This policy outlines how internal simulation bookings are completed.

SCOPE

This standard operating procedure will include guidance on the following:

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

DEFINITIONS

TERM	DEFINITION
CAMS Staff	Includes the CAMS Director, CAMS Manager, Associate Chair Simulation and Interprofessional Education, Simulation Technologist Team, Administrative Assistant, AV Technologists, Research Associates, and Biomedical Technologist Team
Lead Facilitator	A lead 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 specialized training for their role. Instead, the PM acts more as a substitute for a manikin in simulations where a manikin would be insufficient.
Simulation Confirmation Meeting	A meeting between members of CAMS staff and the Lead Facilitator to review the completed Simulation Scenario documents and determine the plan/schedule for the simulation activities.
Standardized Patient (SP)	An individual trained to portray a real patient with medical problems or a bystander, allowing students to practice clinical skills on them to further their education.

PROCEDURE

STEP	ACTION	RESPONSIBLE
1	Completes Simulation Booking Form located online. Fall Term (September - December): May 15 Winter Term (January - April): September 15 Spring Term (May - June): January 15 Summer Term (July - August): February 15 Completion of the form does not guarantee room booking.	Lead Facilitator
NOTE	Bookings submitted after the deadline dates and ad hoc bookings cannot be guaranteed and will be approved based on availability and resources.	
2	Review requested time and space.	CAMS Manager and Administrative Assistant
NOTE	After the booking deadline, ad hoc and external bookings will be reviewed and considered for bookings on a case-by-case basis.	
3a	If available, CAMS Administrative Assistant will confirm tentative booking with the Lead Facilitator within 5-10 business days of the booking deadline.	CAMS Administrative Assistant
3b	If a booking conflict exists, CAMS Administrative Assistant will employ prioritization guidelines to accommodate requests.	CAMS Administrative Assistant
4	If the booking is for a new simulation, the Lead Facilitator shall submit a completed Scenario Template document via email (sim@nait.ca) either at the time of booking or a minimum 6-8 weeks prior to the scheduled date.	Lead Facilitator & Simulation Team
5	Simulation Team will review the submitted documents and correspond with questions and clarification as needed.	Simulation Technologist
6	Simulation Technologist Team will contact Lead Facilitator at least 6 weeks prior to simulation date to book Simulation Confirmation Meeting. Simulation Confirmation meetings are critical for new simulations and can be abbreviated for repeat or validated simulations based on requested changes or alterations.	Administrative Assistant, Simulation Technologists, Lead Facilitator
7	If it is determined during the simulation confirmation meeting that SP/PM are required, the appropriate booking process is initiated.	Simulation Technologist
8a	<u>For PM Bookings:</u> Confirm patient model availability with appropriate personnel and book services. If patient models are not available, simulated patients will be booked as a replacement.	CAMS Administrative Assistant
8b	<u>For SP Bookings:</u> Complete the U of A Standardized Patient Program online booking request form.	Simulation Technologist

STEP	ACTION	RESPONSIBLE
NOTE	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. .	
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
NOTE	It is imperative that the CAMS be informed as soon as possible if an existing simulation booking 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 sim@nait.ca	

Exceptions to the Procedure

Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

SUPPORTING DOCUMENTS

- QMR-S-001 Centre for Advanced Medical Simulation Resource Prioritization

DOCUMENT HISTORY

DATE	ACTIVITY
June 29, 2017	Approved by Steering Committee.
July 13, 2017	Definitions added for Lead Facilitator, Simulation Centre Staff
August 15, 2017	• 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.
November 29, 2023	Reviewed. Updated terminology. Updated to reflect current process.
July 22, 2024	Reviewed. Updated terminology. Updated to reflect current process.
March 25, 2025	Reviewed. Updates to language and timelines for responding to requests.