

 CENTRE FOR ADVANCED MEDICAL SIMULATION	Centre for Advanced Medical Simulation Resource Prioritization Guideline
	QMR-S-001
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Owner: Director, Centre for Advanced Medical Simulation (CAMS)	Revision Date: August 20, 2025

PURPOSE

The Centre for Advanced Medical Simulation (CAMS) hosts simulations for needs such as education, evaluation and device validation with various partners; including NAIT School of Health and Life Sciences staff and students and external companies. This policy describes prioritization for use of space and resources within CAMS in order to ensure seamless delivery of simulations.

SCOPE

This procedure provides guidance and steps on prioritization and equitable allocation of CAMS resources to support education, training, research, and operational needs. It establishes clear criteria for resource distribution and outlines procedures for resolving conflicts that may arise over resource access. By implementing a structured approach, this guideline ensures fair usage, minimizes disruptions, and supports the efficient functioning of CAMS.

DEFINITIONS

TERM	DEFINITION
Facilitator	An individual responsible for guiding participants through the simulation and debriefing process, ensuring learning objectives are met while maintaining psychological safety.
Summative Assessment Simulation	Activities, including simulation, used to evaluate and grade a student's ability to perform program and/or course outcomes by successfully meeting defined learning objectives.
CAMS Staff	Includes the CAMS Director, CAMS Manager, Associate Simulation and Interprofessional Education, Simulation Technologist Team, Administrative Assistant, AV Technologists, Research Associates, and Biomedical Technologist Team.

RESPONSIBILITIES

This guideline outlines a structured approach to the equitable, transparent, and strategic allocation of resources within the Centre for Advanced Medical Simulation. It ensures that resource use aligns with institutional priorities, supports core activities, equitable practices, and maximizes impact across programs. Each role contributes to the prioritization process through clearly defined responsibilities.

CAMS Staff	Serve as the first point of contact for resource requests. They are responsible for accurately documenting needs, tracking usage, and ensuring that requests are submitted through the appropriate channels for review.
Manager	Coordinates the assessment of resource requests, evaluates alignment with program goals and capacity, and supports the implementation of prioritization decisions to ensure efficient and equitable distribution.
Director	Provides strategic oversight of resource prioritization, ensures alignment with the Centre's mission and long-term objectives, and makes final decisions on high-impact or contested resource allocations.

• GUIDELINES

PRINCIPLES
Mission/Vision/Value Criteria - For activities to be accepted into the CAMS, they must align with the stated mission, vision, and strategic goals of the centre. - Activities that are directly tied to core internal educational training are given the highest priority. - External companies must also adhere to the mission, vision, and goals of CAMS including NAIT vision, promises, and core values.
CAMS Resources Staffing: The availability of CAMS Staff will be considered. Typically, CAMS is open Monday through Friday 08:00 -16:00. Space: CAMS is equipped with 6000 square feet of space and 10 simulation spaces. Space requests will be evaluated for optimization of space. Equipment: Availability of required simulation equipment, including manikins, and AV will be evaluated based on need and use.
Criteria for Prioritization The following criteria are used to guide the prioritization of activities at CAMS: Mission Critical Activity: Activities must align with the mission, vision, and goals of CAMS. Alignment strengthens the rationale for acceptance and prioritization. Educational Impact: Highest priority is given to core internal educational training that directly supports student learning outcomes and academic programming. Resource Efficiency – Staffing: Activities must fall within standard CAMS operational hours (Monday through Friday, 8:00 – 16:00) unless special arrangements are approved. Resource Efficiency – Space: Priority is given to activities with high student density and efficient space utilization. Resource Efficiency – Equipment: Prioritized activities will use equipment that is available, functional, and not affected by planned maintenance or outages.

PRINCIPLES

- **Simulation Complexity:** High-fidelity simulations involving complex equipment setups, simulated participants (SPs), or summative assessments or advanced formative scenarios may be prioritized to ensure appropriate planning and support.

Prioritization Process

- If two or more parties request CAMS resources for the same time, CAMS staff will attempt to negotiate with all parties to see if requests can be modified so that all can be accommodated.
- In the event requests for resources cannot be modified, the following decision matrix will be used based on prioritization criteria above.
- For each request, the priority assessment criteria is evaluated on a scale from 1 to 5, where 1 is very low and 5 is very high. Each score will be multiplied by the weight for each criterion. The sum of the weighted scores is the total score for each request. The request with the highest score is given priority.

Criterion	Description	Weight	Request A	Request B
Mission Critical Activity	Aligns with mission, vision, and goals	3		
Educational Impact	Core internal educational training	4		
Resource Efficiency: Staffing	Monday through Friday 8:00 -16:00.	2		
Resource Efficiency: Space	high density student allocation	2		
Resource Efficiency: Equipment	Equipment requested is operational, no planned outages	1		
Simulation complexity	High-fidelity, Simulated Participants, complex equipment configuration, or are summative	3		
TOTAL:				

SUPPORTING DOCUMENTS

- QMM-S-002 CAMS Storage and Maintenance of Equipment and Supplies Guideline

DOCUMENT HISTORY

DATE	ACTIVITY
June 27, 2017	Initial draft.
October 10, 2017	Policy approved.
June 13, 2019	Reviewed. No changes required.
November 29, 2023	Reviewed and updated terminology
September 19, 2024	Change to decision matrix, update to process
March 25, 2025	Review and update language