Resource Allocation and Scheduling Policy & Procedure

Original Date: August 2007	Last review date: May 2023

I.   Policy: Considerable resources go into the planning and implementation of simulation education activities. Those requesting to use the Clinical Simulation Center (CSC) personnel, equipment, and/or space for scenarios, programs, and courses must follow this established procedure to schedule appropriate resources. All educational activities provided by CSC educators, educational support specialists, and discipline specific simulation reviewed activities will align with the CSC strategic plan.

II.   Purpose: To establish a procedure for scheduling and allocating CSC resources.

III.   Definitions:
    A. Clinical Simulation Center (CSC) – includes activities executed at the Roanoke Higher Education Center site and the Radford Cook Hall site.
    B. CSC equipment – includes simulators, task/procedure trainers, supplies, clinical equipment, AV recording equipment, and other pieces acquired and maintained by the CSC
    C. Education support specialist: Standardized patients
    D. Partnering Schools of Nursing (SON): Radford University (includes Radford University Carilion, New River Community College, Patrick Henry Community College and Wytheville Community College.

IV.   Procedure:
    A. CSC resource allocations are prioritized in the following order:
        i. Partnering SON and Interprofessional education activities
        ii. Revenue generating activities
        iii. Single profession (Non-nursing) activities

    B. Orientation Expectation: All learners must be oriented to the CSC prior to participating in clinical scenarios. An immersive, general orientation of simulation rooms and equipment will be provided by a CSC employee or designee. A more specific orientation will be provided upon arrival for assigned sessions and/or during pre-briefing as needed to prepare the learner for the simulation experience.

    C. Hospital-based available time slots for scenario sessions are 3 hours in duration and scheduled Monday through Friday.
        1. First session Cook Hall and RHEC 0800 - 1130
            a. 0800 - 0830 learners arrive 0800, put away belongings, complete pre-encounter survey, and begin prebrief,

including patient report. CSC educator will review admission tickets.
  b. Scenario start time 0830.
2. Second session Cook Hall and RHEC 1200 - 1530
  a. 1200 - 1230 learners arrive 1200, put away belongings, complete pre-encounter survey, and begin prebrief, including patient report. CSC educator will review admission tickets.
  b. Scenario start time 1230
3. Flexibility in session times may be negotiated with CSC educator if necessary to accommodate learner schedules and interprofessional education (IPE) sessions.

D. Hospital-based simulation activity scheduling:
  i. CSC educator will contact SON faculty and/or healthcare profession faculty in May for the fall semester, April for summer semester and in December for the spring semester to assign dates and times for CSC experiences for the subsequent semester. SON faculty complete a simulation needs assessment form and submits the form to the CSC educator.
  ii. The CSC prioritizes session availability by taking curricular gaps, accreditation standards, and Virginia Board of Nursing regulations into consideration to address the clinical experience needs of learners. Other considerations and procedural steps are as follows:
    1. Number of students in the course and activity design to determine number of sessions needed to accommodate request.
    2. Number of instructors needed to accommodate request.
    3. Type of room/simulator needed for scenario request.
    4. If two or more programs request the same date/time. Every reasonable effort will be made on the part of the CSC to accommodate each request.
    5. Co-coordinators will work together between sites to determine if sessions can be granted at a different site.
    6. If the scheduling conflict cannot be corrected, the co-coordinator will notify the CSC Director who will have final responsibility for resolving the conflict taking into consideration: Faculty resources, number of learners, SP resources, equipment availability and use of supplies as appropriate to the requested simulation education modality.
    7. If the CSC is unable to meet all requests, the CSC Director will determine which requests will not be honored.
  iii. Each individual SON faculty will negotiate with each other to determine which clinical group will use the assigned session times.

    iv. The faculty requesting simulation sessions will provide individual learner names per scheduled CSC session to the CSC educator a week prior to the first scheduled session for that clinical specialty. August or early September for fall semester, April or early May for summer semester and January for spring semester.

    v. The CSC educator will send faculty admission tickets per scenario.

    vi. The faculty requesting simulation sessions are responsible for sending admission ticket documents to learners at least one week prior to scheduled CSC time.

    vii. CSC educator will place session times on outlook calendar.

    viii. CSC educator or CSC administrative specialist will add learner names to outlook calendar.

    ix. CSC administrative specialist will schedule sessions in simulation management system (SIMIQ) and the DocuCare electronic health record.

E. Procedure for use of Standardized Patient in manikin simulation sessions:

    i. Simulation educators identify which hospital-based simulations will include an SP role (hybrid simulations or family member to manikin patient).

    ii. Simulation director will determine if fiscal & human resources are available to incorporate SP role into simulation training session.

    iii. Simulation educator and/or SP scheduler coordinator (Administrative Specialist) will coordinate SP schedule with hospital-based session schedule and assign SP to session.

F. Standardized patient session clinic/apartment scheduling procedure:

    i. The CSC Administrator in collaboration with faculty requesting sessions will coordinate scheduling of SP sessions in regards to SP availability, learner availability and available rooms

    ii. In the event that all sessions cannot be scheduled, the CSC administrator will notify the CSC Director.

    iii. The CSC Director will take into consideration number of learners, SP availability and space capacity to determine resolution.

    iv. If resolution is not possible, the CSC director will be responsible for notifying the faculty requesting the simulation activity of sessions that cannot be honored.

    v. See "Standardized Patient Session Development and Scheduling Procedure".

G. Specifications for sending learners home without completion of simulation training experience:

i. Learners will be sent home if they arrive late. The CSC educator (or designee) will notify SON faculty that learner did not arrive on time to participate.
ii. Learners without completed admission tickets will not be allowed to participate in simulation. The CSC educator (or designee) will notify SON faculty that learner was not prepared for simulation training experience.
iii. Rescheduling learners for training sessions due to tardiness and unpreparedness will be limited. SON faculty will negotiate rescheduling with CSC educator dependent on scheduling time availability.

CSC SITE CONTACT INFORMATION

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