NHS Clinical Simulation Center Scheduling and Usage Guidelines

These guidelines are provided to promote fair and equitable use of the resources available to all NHS faculty and students within the NHS Clinical Simulation Center and to provide guidance in making requests for resources. Please direct any questions or comments regarding these guidelines to the Director of Medical Technologies, Justin Owen.

Scheduling Policy:

* No double bookings will be permitted. If extenuating circumstances exist and you require access to an already-booked resource you may contact the Director of Medical Technologies to discuss other options.
* For high-fidelity patient simulators, you must allow at least 30 minutes from the time one simulation (of another group) ends until the time you request your simulation to begin. Time is needed to prep the simulators for your simulation.
* Even if a resource appears free on the calendar, and depending on the degree of preparation necessary, resource availability can only be guaranteed if reservations are made at least two weeks ahead of time. If special supplies are required for your simulation this two-week period will allow time to procure your supplies.
* Please use only the room(s) to which you are assigned for your reservation. The use of other rooms, if available, will be accommodated upon request to a member of the simulation center staff.

Scheduling Procedures:

* Resource requests will be accepted concurrently with requests made for classroom space and no sooner. Please submit your simulation resource requests in written form along with your classroom requests for the semester to your designated program coordinator, a form will be provided for this purpose. Requests will not be evaluated until such time as all requests have been submitted, this will be performed on the same timetable as regular classroom scheduling.
* After initial scheduling has been decided for the semester, requests may be made at any time through our online scheduling tool. Requests submitted after the initial scheduling period will be evaluated on a first come, first served basis. The tool can be found on the faculty resource page.

Reservation Confirmation:

* Please note that a reservation is not valid until such time it is confirmed by a member of the simulation center staff.

Cancellations and No-Shows:

* It is very important that you inform the Director of Medical Technologies (Justin Owen) if you do not intend to use time that you have reserved. Cancellations may be made via e-mail at [jmo64@georgetown.edu](mailto:jmo64@georgetown.edu) or by phone (202) 687-9444.
* Please provide as much advance notice as possible when cancelling a reservation. This policy is critical as reservations that are held and not used (no-shows) unfairly occupy resources that could be otherwise provided to our students.

Storage of Belongings While at GUH Clinicals:

* We understand that students need a place to leave their belongings when a lab section meets and then proceeds to GUH for clinicals. Room G12 (in the back of G08 Clinical Encounter Space) is available for students to securely store their belongings during times such as these. The second control room area also provides a limited amount of secure storage space for student belongings.
* When students leave their belongings in a conference room while they leave to the hospital they hold space that could be used for other groups unfairly and risk the security of their belongings, when you return from clinicals the staff will ensure that you can continue to use the scheduled area.

After (and Before) Hours Use of the Simulation Center:

* When utilizing the simulation center before 8:00AM or after 5:00PM please ensure that the main door to the center is closed prior to your departure if no other groups or simulation center personnel are present. This ensures that our resources remain secure and are not subject to vandalism or theft.