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POLICY TITLE: SIMULATION CENTER OPERATIONS

Personnel Structure

The Clinical Learning Team (CLT) manages operations of the Simulation Centers, the clinical learning within the Simulation Centers and all clinical placements for the University of Houston College of Nursing (UHCON). The team is overseen by the Clinical Learning Coordinator and consists of Clinical Facilitators, Clinical Learning Nursing Staff, Teaching Assistants, and Student Workers.

Scheduling of Simulation Center Facilities

Simulation Center rooms are reserved using the [Nursing Skills Lab Request Form](#). Preference is given to Nursing Courses reserving by semester. This is managed by the CLT.

1. In order to schedule an event at the Simulation Center, the requestor will communicate all information in detail through the request. Scheduling will be based from an analysis of needs described in the request.
2. Requisition request deadlines for space, supplies, equipment, and simulators vary due to type of simulation experience. The [UHCON Simulation Center Setup Form](#) is to be completed according to the following schedule:
 - a. Skills Development and Validation experiences (low, mid, and high fidelity) will require scheduling three (3) weeks prior to the date of experience.
 - b. Advanced patient simulator experiences (high fidelity) require four (4) weeks prior to date of experience.
 - c. Standardized patient experiences require six (6) weeks prior to date of experience.

Any request outside of these criteria will be approved on a case-by-case basis depending upon supply, room, and staff availability.

The Simulation Centers are accessible during regular business hours Monday - Friday from 8:00 a.m. to 5:00 p.m. unless there are classes in the Centers outside of regular business hours. Access is controlled by either key or keycard permission. Simulation Centers will be inaccessible during university holidays.

Approved by CON Faculty: 10/02/2020

Approved by Dean Kathryn Tart: 12/1/2023