



Policy Name: Simulation Centre Resource Prioritization Policy	
Owner: Director, Simulation Centre	Effective Date: 09/01/2017
Lead: Director, Simulation Centre	Review Date: 09/01/2019
Approved By: Simulation Centre Steering Committee	Approval Date: 10/10/2017
Related Policies and Procedures:	Simulation Centre Booking Procedure

1.0 POLICY STATEMENT

The Simulation Centre hosts events for external organizations and many different facilitators from a wide variety of departments. When more than one user wants to utilize the Simulation Centre at a given time, a conflict arises. This policy offers guidelines to help resolve such conflicts, so that the Simulation Centre's resources are put to the best use.

2.0 SCOPE

This policy will include guidance on the following:

- Actions to take if conflict arises over Simulation Centre resources
- General guidelines for prioritization of Simulation Centre resources

3.0 DEFINITIONS

TERM	DEFINITION
Clinical Replacement	We can essentially reduce clinical time and replace it with simulation, when either or both occur: <ul style="list-style-type: none">• A program allows for the demonstration of proficiency in high acuity, low frequency competencies through simulation.• Simulation optimally prepares students to expediently focus on advanced clinical practice and decision-making.
Facilitator	An individual involved in the delivery of simulation activities under the guidance of the Lead Facilitator.
Formative Assessment Simulation	When a student is given feedback on their performance in a simulation, so that they may improve going forward. This type of assessment does not contribute toward the overall grade for a course.
Low-Fidelity Formative Assessment Simulation	When a formative assessment simulation is not complex in terms of simulation technology and resources required.
Summative Assessment Simulation	When a student is given feedback on their performance in a simulation that, in part, determines an overall grade for a course and/or program.

4.0 GUIDING PRINCIPLES

- 4.1 If two or more parties request Simulation Centre resources for the same time, Simulation Centre staff will first attempt to negotiate with all parties to see if requests can be modified so that all can be accommodated.
- 4.2 In the event that requests cannot be modified, priority will be determined based on the following questions, in descending order of importance:
1. Was booking received before the deadline outlined in the Simulation Centre Booking Procedure?
 2. Is the booking for clinical replacement?
 3. Is the booking for summative assessment simulation?
 4. Is the booking for formative assessment simulation?
 5. Is the booking for low-fidelity formative simulation?
- 4.3 If the internal bookings in conflict are of the same priority according to 4.2, the event(s) booked earlier is more likely to be accommodated. The Director of the Simulation Centre or designate will make the final decision on conflicting requests.
- 4.4 All booking requests (room and equipment) are tentative until six weeks before the scheduled simulation when a Simulation Confirmation meeting occurs. Before this meeting, specific requests can be altered (according to 4.2.)
- 4.5 External organizations may book the Simulation Centre for simulations that are in agreement with our mission, vision, and goals. External bookings will be considered after the internal School of Health and Life Sciences (SHLS) booking deadlines and based on available resources.

5.0 OTHER RELATED DOCUMENTS

- Simulation Centre Booking Procedure

6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
June 27, 2017	Initial draft.
October 10, 2017	Policy approved.