



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: Center for Experiential Learning Simulation Facilities Usage Policy/ ADMIN-0925-28

Policy Owner: Dr. Russ Hayman and Dr. Caroline Abercrombie	
Committees, Departments, or Individuals Responsible for Implementation: The Departments of Academic Affairs and Medical Education (DME);	
Original Approval Date: 11/11/2025	Effective Date: 11/11/2025
Most Recent Revision Date: 11/13/2025	
Date of Next Review: 11/13/2028 <i>(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)</i>	

(A) Policy Statement:

The Simulation Center is committed to providing a safe, secure, and effective learning environment for all users. This policy outlines the protocols and expectations regarding access, scheduling, use, and maintenance of simulation spaces, equipment, and resources across all affiliated facilities, including Simulation Labs, the Center for Surgical Innovation & Teaching (CSI&T), and Standardized Patient (SP) Program areas.

(B) Purpose of Policy:

This policy outlines the standards and procedures for access, scheduling, equipment uses and conduct within the simulation facilities to ensure a safe, secure, and effective learning environment.

(C) Scope of Policy (applies to):

All users of the Simulation Center including faculty, staff, students, and external partners (vendors).

(D) Policy Activities:

1. Facility Access and Security

- **Authorized Access Only:** All simulation spaces (Simulation Labs, Center for Surgical Innovation & Teaching, and SP Clinic Rooms and Teaching Bays) must remain **locked and powered down** when not in use.
- **Facility Activation:** Only the **Designated Director or staff for each simulation facility, the Sr. Director for Experiential Learning, or authorized personnel** may unlock and activate simulation equipment and spaces. Designated facility Directors and staff are listed below by facility:
 - **CSI&T Laboratory Director or Manager**
 - **Simulation Lab Director, Manager or Technician**
 - **SP Program Director, Manager or Coordinator**
- **Supplies & Equipment:** Only the designated individuals (as listed above) can remove or give permission for individuals to remove any supplies or equipment from simulation facilities.
- **Security Compliance:** Users are expected to comply with access & security protocols. Unauthorized use or unsupervised access is strictly prohibited and may result in suspension of simulation privileges.

2. Scheduling and Event Planning

- **Advance Scheduling Required:** All simulation events (courses, training sessions, workshops) must be scheduled **no less than 2 weeks in advance**. Last-minute requests may be considered, and our teams will do their best to accommodate. If special request (specific room, GTA, MUTA, etc.) we encourage you to schedule training with as much advanced notice as possible.
- **Purpose:** This lead time ensures staff availability, adequate preparation, supplies procurement, and proper scenario planning.
- **Event Submission:** Requests must be submitted through the **scheduling system**, which is tentative until approved by the simulation team after review of your:
 - Event objectives
 - Required rooms and equipment
 - Number and level of participants
 - SP involvement (if applicable)
- Scheduling Systems can be accessed at the following links
 - [VA Building 01 & VA Building 178](#)
 - [VA Building 60](#)
- Additional guidance can be found in the scheduling guides
 - [High Fidelity Simulation Guide to Scheduling](#)
 - [Standardized Patient Guide to Scheduling](#)

3. Event Cancellations and Rescheduling

- **Flexible Rescheduling Policy:** Events may be rescheduled due to:
 - Illness of faculty or participants
 - Clinical care demands
 - Institutional emergencies
 - Inclement weather
 - Other unforeseen emergencies or reasonable requests
- **Make-up Opportunities:** In such cases, the Simulation Center will make every reasonable effort to **accommodate rescheduling** to allow participants to meet course or program requirements.
- **Timely Notification:** Notice of cancellation or need for rescheduling should be provided **as early as possible**, ideally **at least 24 hours in advance**, when feasible. Repeat infractions may result in loss of simulation privileges. Lack of attendance or limited cancellation notice by students may result in the submission of a professionalism report.

4. Equipment Acquisition and Use

- **Strategic Purchasing:** All simulation equipment purchases must:
 - Align with educational objectives
 - Be approved by the **Sr. Director of Experiential Learning** and relevant stakeholders, typically the facility Director and Department Chair.
 - Comply with institutional procurement and budget policies
- **Inclusive Decision-Making:** Faculty, staff, and programs with vested interest (e.g., educators, SP and simulation staff) must be **consulted during acquisition planning** to ensure broad utility and integration.
- **Post-Purchase Planning:**
 - Secure storage and installation will be arranged prior to delivery.
 - Staff training on new equipment use is **required** before deployment.
 - Documentation and manuals must be cataloged and accessible.

5. General Use Expectations

- **Respect for Facilities:** All users are expected to leave rooms clean, return equipment to proper storage, and report any damages or malfunctions at the end of their dedicated time in the facility.

- **Supervised Use:** Anyone utilizing the space must be supervised by faculty or simulation staff unless specific arrangements are made. Students may not access or remove any equipment from simulation facilities without prior approval from the dedicated director or staff for that facility.
- **Scenario Confidentiality:** All scenarios, especially those involving SPs or recorded simulations, must be treated as confidential. Recording or sharing without permission is prohibited. Students may not share content in any format.

6. Policy Review and Revisions

This policy is reviewed annually or as needed by Simulation leadership. Feedback from faculty, learners, and simulation staff is welcome and encouraged to maintain a responsive and effective environment.

Contact

For scheduling, questions, or to request access:

Simulation Lab Manager

SP Program Manager

CSI&T Manager