



<b>UT Health Science Center: SIM101 Sim Scheduling Policy</b>	
<b>Version 2</b>	<b>Publication Date: 07/23/2024</b>

<b>No./Title:</b> SIM101– Sim Scheduling Policy	<b>Resp. Office:</b> SIMULATION <b>Approval Body:</b> CASA	<b>Effective Date:</b> 02/16/2017
<b>Category:</b> Academic	<b>Last Review:</b> 02/04/2020	<b>Next Review:</b> 02/04/2026
<b>Contact:</b> Executive Director CHIPS	 901.448.4530	 <a href="mailto:simulate@uthsc.edu">simulate@uthsc.edu</a>
<b>Related Policies:</b>	SIM 102 - Sim Curriculum Development Policy	

## POLICY

The Simulation Program schedules resources to most efficiently and effectively meet the curricular needs of all UTHSC Colleges. Simulation resources may also be scheduled to meet non-curricular needs of UTHSC colleges, UTHSC clinical partners, and the community based on scheduling priorities.

## PROCEDURE

- 1) Scheduling requests should be submitted online at [www.uthsc.edu/simulation](http://www.uthsc.edu/simulation)
- 2) Scheduling requests should be received by the term deadline:
  - a. Deadline for Fall term scheduling requests is April 15.
  - b. Deadline for Spring term scheduling requests is September 15.
  - c. Deadline for Summer term scheduling requests is January 15.
- 3) When conflicts arise, the following scheduling prioritization factors will be applied (in order):
  - a. Curricular requirement of program
  - b. Interprofessional session
  - c. Faculty training/expertise in simulation
  - d. Session has been delivered previously
- 4) All requests by the term deadline will be considered together and in the event of conflicts, prioritization criteria will be applied.
- 5) All requests after the term deadline will be scheduled as resources are available and prioritization criteria will not be applied.
- 6) Simulation sessions scheduled prior to term deadline require approval of the Executive Director.
- 7) Normal hours of operation are 8am to 5pm. Sessions outside of normal operating hours require approval of the Executive Director.
- 8) Confirmed reservations may be released at the discretion of Simulation Program if required materials are not received according to the simulation session development timeline.

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## **APPROVAL HISTORY**

Effective: 02/16/2017, Committee on Academic and Student Affairs (CASA)

Approved: 02/16/2017, CASA

Reviewed: 02/04/2020, CASA

Approved: 09/05/2023, CASA