![THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER]

UT Health Science Center: SIM102 Sim Curriculum Development Policy	
Version 2	**Publication Date: 07/23/2024**

No./Title: SIM102 – Sim Curriculum Development Policy	Resp. Office: SIMULATION Approval Body: CASA	Effective Date: 02/16/2017
Category: Academic	**Last Review:** 02/04/2020	**Next Review: 02/04/2026**
Contact: Executive Director CHIPS	☎ 901.448.4530	✉ simulate@uthsc.edu
Related Policies:	SIM101 - Sim Scheduling Policy	

POLICY

Simulation event curricula (scenarios, setup, etc.) must be developed by the Simulation Faculty/Facilitator and submitted to the simulation program in a timely fashion to allow for appropriate review, scheduling, training, ordering, and setup as needed, for the event.

PROCEDURE

1) The Simulation Faculty/Facilitator is responsible for the development of all curricula (scenario templates, accompanying documentation). Simulation Program Staff are available to assist in this process as needed.
2) All scenario template(s) and documentation/data should be submitted to simulate@uthsc.edu. All emails sent to this address should include the event name in the subject line.
3) Scenario template(s) and accompanying documentation should be submitted by the deadlines described below:
   a. For events that require standardized patients (SPs) and are being delivered for the first time or have changed significantly: THREE MONTHS prior to scheduled event date.
   b. For events that require SPs, have been delivered before, and not changed significantly: TWO MONTHS prior to scheduled event date.
   c. For events that do not require SPs and are being delivered for the first time or have been significantly changes: TWO MONTHS prior to scheduled event date.
   d. For events that do not require SPs, have been delivered before, and

have not changed significantly: ONE MONTH prior to scheduled event date.

4) Simulation Program Support Staff will communicate with Event Director any additional expectations or requirements related to development and delivery of any simulation event.

5) As part of the development process, the Simulation Faculty/Facilitator or Simulation Program Support Staff may request a pilot or dry run.

6) Confirmed reservations may be released at the discretion of Simulation Program if planned meetings, pilots, or dry runs are incomplete.

7) Once a scenario has been approved by CHIPS Educational Staff, no changes may be made without going through the approval process again. This includes "day of" changes and changes request between dry run or pilot and delivery.

APPROVAL HISTORY

Effective: 02/16/2017, Committee on Academic and Student Affairs (CASA)
Approved: 02/16/2017, CASA
Revised: 02/04/2020, CASA
Approved: 02/05/2020,
Chancellor
Approved: 09/05/2023,
CASA