POLICY
Simulation-based experiences for remediation, makeup, and independent practice may be scheduled in The Center for Healthcare Improvement and Patient Simulation (CHIPS).

DEFINITIONS
1) Remediation Event- any subsequent delivery of a simulation event due to an academic deficiency
2) Independent Practice – when students, residents or other learners wish to participate in a self-led simulation-based practice of skills without presence of a faculty or instructor.
3) Makeup Event – when students, residents, or other learners have an excused absence (as determined by Lead Simulation Faculty/Facilitator) for a required event OR when a scheduled event goes over its allotted time and not all learners are able to complete the event.
4) Lead Simulation Faculty/Facilitator – A Simulation Faculty/Facilitator that is responsible for the overall development and delivery of the simulation activity.

PROCEDURE
1) All events, including remediation, makeup and independent practice, should be requested via the online event request form at uthsc.edu/chips.
2) Walk-in independent study or remediation activities are accommodated based on available space, time, staff and/or other resources.
3) Remediation and makeup requests:
   a. Remediation and makeup requests are not confirmed until a need for remediation or makeup has been identified. Early requests (requests made before the need is identified) will be placed on the CHIPS calendar as a “tentative” event. Status changes from “tentative” to “confirmed” when the Lead Simulation Faculty/Facilitator communicates details about the identified need to simulate@uthsc.edu.
   b. Events on calendar as “tentative” do not preclude other events being scheduled that may conflict with available rooms or resources.
c. Lead Simulation Faculty/Facilitator will receive email confirmation when a remediation or makeup event has been confirmed.

4) Independent practice:
   a. Independent practice occurs during normal CHIPS business hours unless approved by the Executive Director.
   b. Faculty are encouraged to schedule time blocks through event request (#1 above) for time windows where students may drop in for independent practice.

**APPROVAL HISTORY**

Effective: January 15, 2019, Committee on Academic and Student Affairs (CASA)
Approved: January 15, 2019, Chancellor