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POLICY TITLE: SIMULATION CENTER OPERATIONS

Personnel Structure

The Clinical Learning Team (CLT) manages operations of the Simulation Centers, the clinical learning within the Society for Simulation in Healthcare (SSH) Accredited Simulation Centers, and all clinical placements for the University of Houston Andy and Barbara Gessner College of Nursing. The team is overseen by the Clinical Learning Coordinator and consists of Clinical Facilitators, Clinical Learning Nursing Staff, Teaching Assistants, and Student Workers.

The Sugar Land Simulation Center is shared with Wharton County Junior College (WCJC) for their ADN Program on Tuesdays, Thursdays, and half of the lab on Fridays. WCJC ADN Program schedules with the CLT, who manages the operations. Scheduling of Simulation Center Facilities

1. To schedule any rooms within the Gessner College of Nursing Simulation Centers, the requestor will contact the [CLT](#) and communicate all information in detail through the request. Scheduling will be based on an analysis of needs described in the request.
2. Requisition request deadlines for space, supplies, equipment, and simulators vary due to the type of simulation experience. The [Gessner College of Nursing Simulation Center Setup Form](#) is to be completed according to the following schedule:
 - a. Skills Development and Validation experiences (low, mid, and high fidelity) will require scheduling three (3) weeks prior to the date of experience.
 - b. Advanced patient simulator experiences (high fidelity) require four (4) weeks prior to date of experience.
 - c. Standardized patient experiences require six (6) weeks prior to date of experience.

Any request outside of these criteria will be approved on a case-by-case basis depending upon supply, room, and staff availability.

The Simulation Centers are accessible during regular business hours Monday - Friday from 8:00 a.m. to 5:00 p.m. unless there are classes in the Centers outside of regular business hours. Access is controlled by either key, keycard permission, or UH security. Simulation Centers will be inaccessible during university holidays.

See [Policy 506](#): Use of Simulation Center by Entities Other than the College of Nursing.

Approved by Gessner College of Nursing Faculty: 03/01/2024

Approved by Dean Kathryn Tart: 05/06/2024