Clinical Simulation Lab Reservation and Usage

The Clinical Simulation Lab (CSL) is open for regular business 8:00-5:00 Monday-Friday. If at any time you need to use the lab other than regular business hours, arrangements must be made 24 hours prior to your gaining access in off hours. To make individual arrangements for after-hours usage, please email Marlese Grant at mgrant@unmc.edu.

During business hours you can reserve any rooms for usage as available. We do ask you read the guidelines and submit the necessary forms to Marlese Grant to reserve space for practice so that we can have the necessary equipment and have knowledge of the room usage. (Please see Room Scheduling Guidelines and Request Form)

To request a room for a course/class
The academic areas will schedule courses by semester. Requests should follow the deadlines as outlined by Centralized Room Scheduling.

Semester   Request Deadline
Fall        June 15th
Spring      November 1st
Summer     April 1st

The following priority will be utilized in room scheduling:
1. Recurring classes for credit
2. Intermittent or Ad hoc classes for credit
3. Recurring Classes or Meetings - not for credit (students, faculty, or staff)
4. Ad Hoc Classes, Meetings, Seminars and/or Events - not for credit (students, faculty, or staff)
5. Outside Groups

- For clinical exam rooms, hospital lab or ready room, at least 2 weeks notice is required. Please note: the ready room is for pre and post-lab exercises and not to be used for extended class periods.

- For B-Line audio/video recording and simulation manikin/room set-up, complete information must be submitted at least four weeks prior to the event for a new exam flow. Please note: the exam flows are extremely specific, and therefore cannot be altered “on the fly.”

- Organizations will be responsible for checking the on-line schedule for their reservation information. Please notify the Lab as soon as possible to change or cancel an existing reservation.

- Reminders for information for simulations will not be sent, so please be sure to forward names of students and standardized patients in a timely manner.
• Short notice accommodation for rooms or services will be up to the discretion of Lab personnel.

• The receipt of the reservation form and confirmation of availability generates a reservation on the Center schedule and begins the process of preparing for your encounter by CSL personnel.

• The lab must maintain a study atmosphere; therefore, it is requested that you not bring visitors or children to the area.

• There will be no food or beverages allowed in the simulation suites, technology labs, hospital lab or near computers. Food or beverages are only permitted in other CSL rooms if there is a full-time UNMC/NMC faculty, or staff member (sponsor) overseeing the activity.

• After an activity all rooms must be left in a clean and orderly condition, and configured as they were found. If this policy is not observed, users will be billed for the time taken to restore the room to its original condition.

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**General criteria for scheduling UNMC public spaces**

• The activity must be related to the mission or directly benefit The Nebraska Medical Center, UNMC, their employees, students or affiliated organizations.

• *Off-campus groups must have a UNMC or Nebraska Medical Center employee or department who serves as primary contact and sponsor. (*See link for off-campus groups – requirements of a sponsor)*

• For practical reasons and safety, activities will not exceed the space allocated in each location.

• All activities, and people associated with them will maintain a professional environment that does not negatively impact the image of The Nebraska Medical Center or UNMC.

• The following type of print and audiovisual materials may not be used for any activity
  - Materials that may be objectionable to another employee and/or the public because of race, sex, color, religion or national origin
  - Political materials
  - Obscene or pornographic materials