

# Sorrell Clinical Simulation Lab Scheduling Policies & Procedures



## 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



## General criteria for scheduling UNMC public spaces

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

Off-campus groups must have a UNMC or Nebraska Medicine employee or department who serves as primary contact. 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 Nebraska Medicine 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

## The following priority will be utilized in room scheduling:

- Recurring classes for credit
- Intermittent or Ad hoc classes for credit
- Recurring Classes or Meetings - not for credit (students, faculty, or staff)
- Ad Hoc Classes, Meetings, Seminars and/or Events - not for credit (students, faculty, or staff)
- 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. We need at least 6 weeks prior notice for first time use of BLINE. 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.