



# DeBusk College of Osteopathic Medicine

## LINCOLN MEMORIAL UNIVERSITY

### **Center for Simulation and Training Scheduling Procedures**

#### **1. General Scheduling of Facilities**

In order to promote the best experience for all stakeholders utilizing the Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM) Center for Simulation and Training (CST) and to ensure adequate resourcing of staff and inventory to support these activities, the scheduling of the CST facilities (Simulation Center, Clinical Exam Center, Skills Training Lab) will occur as follows:

Once LMU-DCOM programs have been finalized, LMU programs who have actively used CST resources in the past year and those who have otherwise expressed interest in doing so for their curriculum will be invited to participate as a group in a June meeting with the goal of planning, coordinating, and setting the upcoming academic year's (fall, spring and summer semesters) simulation and skills training schedule.

Every effort will be made by the CST to accommodate the needs of programs unable to participate in this meeting. However, specific times and dates cannot be guaranteed once the resulting schedule from this meeting has been finalized.

All activities will begin at 8:30am, allowing standardized patients and staff to arrive 30 minutes prior for initialization of the activity. If an event request for an afternoon does not fit into the schedule allowing an end time of 4:00pm, the remaining portions thereof will be scheduled for a different day.

During this meeting, participants must take into consideration set up and break down times for all activities to allow CST staff and participant faculty to adequately prepare.

#### **2. Scheduling Conflicts**

Every effort will be made by CST Staff and all programs involved to avoid unforeseen scheduling conflicts during the scheduling period. Weather and other unplanned circumstances may result in conflicts occurring, however. During such instances, the Simulation Lab Technician will coordinate with affected programs to work together to achieve the best outcomes under the circumstances. Note that programs with scheduled items will always be given priority, but may be approached by affected programs to see if their schedule allows for some flexibility.

### 3. Club/Organization Scheduling of Facilities

The LMU-DCOM CST encourages student organizations and clubs to plan for events, skills labs, and other activities three (3) weeks in advance for the scheduling of facilities, resources, and personnel. For skills labs, please contact the Simulation and Training Assistant ([kristen.hager@lmunet.edu](mailto:kristen.hager@lmunet.edu)) to begin the scheduling process. To plan an event or other activities, please contact the Simulation Lab Technician ([joshua.engle@lmunet.edu](mailto:joshua.engle@lmunet.edu)). Completion of the proper equipment use and facilities request forms will need to be submitted no later than one (1) week from the date of the event, which can be obtained from the CST website. The CST will do their best to accommodate all requests, but cannot guarantee specific dates or equipment due to curricular precedence. Some equipment may need to be purchased by the club/organization. In such cases, the CST may be able to provide information on sources to obtain the needed equipment. If non-consumable equipment purchased for activities are expected to be stored in the Center, they automatically become CST property.

### 4. Club/Organization Supply and Materials Requests

Student Club Presidents should email the Simulation Lab Technician ([Joshua.engle@lmunet.edu](mailto:Joshua.engle@lmunet.edu)) with a list of material needs. Please copy in the Faculty Club Advisor when emailing this request. Some supplies and/or material may need to be purchased by the club/organization. In such cases, the CST may be able to provide information on sources to obtain the needed items.

### 5. PE Reviews

DO Students who have been assigned additional PE Review should contact Nurse Educator, Teresa Gilliam ([teresa.gilliam@lmunet.edu](mailto:teresa.gilliam@lmunet.edu)).

### 6. AHA Training Center

For DO, PA, all other healthcare professionals, faculty, staff and organizations needing to schedule or register for American Heart Association (AHA) or American Health Safety Institute (ASHI) Courses should contact Johnathan Greene, AHA Training Center Coordinator at [Johnathan.greene@LMU.net](mailto:Johnathan.greene@LMU.net) or 423.869.6480. Courses are primarily taught at the Harrogate and Cedar Bluff Campus while several are conducted at customer's place of business upon request. AHA Basic Life Support, Advanced Cardiac Life Support, Heartsaver CPR, AED & First Aid, Pediatric CPR AED & First Aid, and International Trauma Life Support for adult and pediatrics are given at any location as well as the ASHI CPR, AED & First Aid Course.

### 7. Facilities

**LMU-DCOM Simulation Lab-** Due to the physical layout of this area, scheduling of the LMU-DCOM Simulation Lab will automatically consist of the entire area. This includes the debriefing room. Faculty may indicate certain room preferences or indicate if certain rooms are unnecessary. With the agreement of the original scheduler, the lab may be used jointly for two activities. Note that certain staff and equipment may already be allocated in such an event rendering them unavailable.

**LMU-DCOM Clinical Exam Center-** Scheduling of the LMU-DCOM Clinical Exam Center will consist of the entire area including conference room 206 unless faculty indicates that 206 is not necessary for exercise completion. With the agreement of the original scheduler, the lab may be used jointly for two activities. Note that certain staff and equipment may already be allocated in such an event rendering them unavailable. Standardized Patient Resources will be secured by the Standardized Patient Coordinator using specific criteria

outlined during the scenario planning process.

**LMU-DCOM Skills Training Lab**-The Skills Training Lab consists of the lab area located in Room 307. Due to space constraints, the lab can only be scheduled by a single program at a time. Interprofessional skills labs can and will be offered, but may have limited capacity.

**Other Rooms and Areas**- If your activity will require additional debrief space, your CST representative will make those arrangements. **Due to these areas being outside CST control, the CST is unable to guarantee their availability.**

## 8. Simulation Preparation and Information

For all scheduled activities, faculty will receive a scenario planning meeting invitation via Outlook from a CST staff member assigned to your activity three (3) weeks in advance. Activity specific scenarios must be submitted no later than two (2) weeks prior to the event. Outlook invitations will also be sent to faculty two (2) weeks prior to the event to allocate time needed for scenario set up preceding the event.

**Scenario writing**- It is expected that faculty will prepare their own scenarios for the simulation experience. Should faculty require assistance with scenario writing, please contact the CST staff member assigned to your activity four (4) weeks prior to the event to arrange a consult. When writing scenarios, please take into account space and equipment availability. It is best to confer with the CST staff member should you have any questions or to arrange a consult.

**Technology**- Faculty are expected to coordinate the operation of technology during simulation scenarios with the assistance of the CST staff member assigned. If faculty are unsure how to use the technology (manikins, monitors, debriefing videos, etc.) for the simulation lab, they must contact the CST staff member assigned to their activity four (4) weeks prior to the day of the experience for training. Periodic training of faculty will be provided to ensure all are equipped to operate the technology. The CST staff member assigned to your activity will be available for and will provide technical assistance in the event of malfunction or inoperability of equipment.

**Equipment, Props and Moulage**- Do not use betadine, markers, or pens on manikins. Use only the provided products for lubricant if needed. Faculty are expected to setup and tear down for the simulation experience on the day of the event. Faculty must make requests for equipment, props and moulage during scenario planning.

**Standardized Patient Usage**- Standardized patients significantly add realism and may improve the simulation scenario experience for your students, which is why we encourage their use when applicable. Please be prepared to discuss your standardized patient needs during the scenario planning meeting. Please contact the Standardized Patient Coordinator if you would like to learn more about standardized patients and how they may be used in your scenarios.

## 9. Clinical Exam Center Preparation and Information

For all scheduled activities, CST staff will send a complimentary reminder email (3) weeks prior to the event to revisit case expectations and discuss any exam flow revisions that may need to be made. Faculty are required to provide CST staff with case training material along with Standardized Patient demographics that may be required for the case no later than two (2) weeks prior to the event. Outlook invitations will be sent to faculty for the case training scheduled (1) week prior to the event. A post activity email will be sent to

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faculty confirming that the case with all its specified content has been released to the student. Also included in this email confirming student access to case material will be a short quality assurance questionnaire available for any pertinent feedback they may want to offer.

**Scenario writing-** It is expected that faculty will prepare their own scenarios for the simulation experience. Should faculty require assistance with scenario writing, please contact the CST staff member assigned to your activity four (4) weeks prior to the event to arrange a consult. When writing scenarios, please take into account space and equipment availability. It is best to confer with the CST staff member assigned should you have any questions or to arrange a consult.

**Technology** - The CEC uses the B-line software application as its primary source for evaluation and assessment. CST staff will provide faculty with any necessary training needed to navigate the various functions of the software application for their specific assessment needs.

**Equipment, Props and Moulage-** Faculty must make requests for equipment, props and moulage during scenario planning.

**Standardized Patient Usage-** Standardized Patient casting will be facilitated by the Standardized Patient Coordinator using the specific scenario needs as outlined by faculty during the scenario planning process. The Standardized Patient Coordinator can advise faculty regarding standardized patient availability and how they may be used in your scenarios. Every effort will be made to realistically cast in regards to the specific scenario needs. Standardized Patient Resources will be secured by the Standardized Patient Coordinator using specific criteria as outlined during the scenario planning process.

#### 10. Skills Training Lab Preparation and Information

The Skills Training Lab, Room 307, may be scheduled during the June group scheduling meeting and is subject to the same conditions of the other areas, including time allowance for set up. The Simulation and Training Assistant will send an email to program facilitators three (3) weeks in advance requesting information regarding the planned lab, including equipment and other resource needs. Lab plans must be submitted no later than two (2) weeks prior to the lab.

**Equipment-** Note that equipment for some labs will need to be provided by the requesting program. Please contact the Simulation and Training Assistant four (4) weeks in advance if you have questions regarding equipment availability.

**Skills Labs in Other Areas-** Equipment for skills training labs may be requested for use in the LMU-DCOM building Anatomy Lab located on the second floor, however, scheduling for this area is under the purview of the Anatomy Lab Coordinator, Stan Iliff. Please contact Mr. Iliff (stanley.iliff@lmunet.edu) to secure the use of the Anatomy Lab. Skills labs may also be conducted in other rooms. Please indicate the need for these areas to the Simulation and Training Assistant during lab planning. Availability of these areas cannot be guaranteed by the CST.