

Reserving Spaces in the Interprofessional Healthcare Simulation Center (IHSC)

Approved by the IHSC Advisory Committee on August 11, 2014

Edits approved July 30, 2018

User Responsibility Agreement

By scheduling use of the IHSC, you (Room User) agree that you have read and accept sole responsibility for the following, as appropriate:

- Space comes “as is.”
 - The IHSC cannot provide additional furniture/equipment.
 - Neither can furniture/equipment be removed from the IHSC.
- Arrange for appropriate access to the IHSC for Room User and Attendees and never prop open doors.
- Arrange for appropriate personnel and training for use of the Center’s specialized equipment.
 - Only trained personnel may operate equipment in the Monitor Room. **Effective July 1, 2018, Monitor Room and corresponding equipment have been upgraded to SimulationIQ product. Contact Chris R. Kiscaden, IHSC Manager, at ckiscaden@salud.unm.edu for training, as appropriate.**
 - Qualified individuals must be *continuously* present for the Monitor Room, Acute Care Simulation and/or any specialized technology used for your event.
- Schedule Standardized Patients (SPs) and let them in the IHSC, as needed.
 - Make requests for Standardized Patients directly through the Assessment & Learning program. See <http://som.unm.edu/education/md/ume/standardized-patient.html> or call 272-8028 for more information.
- Room Users are responsible for setting up and returning furniture and equipment to their original configuration. Plan for set-up and clean-up time in addition to the time needed for the event.
 - Do not move furniture from one room to another; doing so may affect another’s room use.
- Arrange with your College/School for supplies you will need.
- Arrange to place all used trash container(s) outside their room(s).
- **Emergencies** — **Call UNM Police at 277-2241, or call 911.**

For directions to the IHSC or its floor plan, check the website or contact the IHSC Program Specialist at HSC-IHSC@salud.unm.edu.

Building/Facility Access

- A locked facility; entrance is only via badge access from 6 a.m. to 6 p.m., Monday through Friday.
- Badge access requires joint approval by IHSC and your college/school’s administrative office.
- Standardized Patients (SPs) are not given badge access. Room User must arrange to let SPs into the IHSC.
- The IHSC does NOT provide support for patrons on evenings or weekends.
- AV/IT technicians are NOT available to support the use of equipment on evenings or weekends.
 - *IHSC weekend reservation requests will be considered on a case-by-case basis. Those with departmental sponsorship such as CoN, CoP, A&L, IPE, CME, may reserve the IHSC as per historical guidelines in accordance with applicable policies, subject to change without notice.*

REFERENCE: Policy 5250: Use of University Facilities (NEW): <http://policy.unm.edu/university-policies/5000/5250.html>