

SCHEDULING POLICY & PRIORITIZATION

RESERVING SPACE IN THE INTERPROFESSIONAL HEALTHCARE SIMULATION CENTER

The **Interprofessional Healthcare Simulation Center (IHSC)** is used for clinical skill and simulation-based events. Any other use (e.g., scheduled as classroom space or for lecture-based sessions) must be approved by the IHSC Manager or HS Vice President for Student Academic Affairs.

PRIORITIZATION OF SCHEDULING FOR USERS OF IHSC

1. All HS degree-granting programs (CON, COP, PA, PT, OT, and SOM) will have priority to reserve space for simulated clinical activities.
 - CON will have first priority to reserve rooms 1306-1309, 1324, 1451-1469.
2. UNM Main Campus Health Associated Programs (Nutrition)
3. Graduate Medical Education (GME) (Residency Program OSCEs and Simulations)
4. Continuing Medical Education (CME)
5. UNMH Activities

SCHEDULER GUIDELINES

Semester / Term	Collect Schedule	Schedule Finalized in UNM Event Management System
Spring	November 1	November 15
Summer	April 1	April 15
Fall	July 1	July 15

1. Collect curricular schedules for all HS degree-granting programs.
2. Finalize scheduling in the UNM’s Event Management System (UNM EMS) (<http://ems.unm.edu>).
3. Open the schedule to all of HS and other users to maximize the use of available space.
4. Once all HS Degree program schedules are finalized, only remediation and make-up events will be scheduled after the above scheduling dates.

PURPOSE OF A CENTRALIZED SCHEDULING MODEL

- Only courses and classes requiring use of IHSC resources to accomplish learning activities will be scheduled in the IHSC.
- No one program owns space in the IHSC.
- Curricular activities will supersede setup for a given event or space.
- As programs are revised/developed, priorities will be re-examined.
- Policies, procedures, and guidelines will be revised to reflect approved changes.
- If scheduling deadlines are not met, all other requests will be scheduled prior to scheduling a late request.