



## Scheduling Policy and Prioritization Reserving Spaces in the Interprofessional Healthcare Simulation Center (IHSC)

The Interprofessional Healthcare Simulation Center (IHSC) is used for clinical skill and simulation-based events. Any other use (scheduled as classroom space or for lecture-based sessions) must have the written permission of the IHSC Operations Director and/or the HSC Vice-Chancellor for Academic Affairs.

### Prioritization of scheduling for users of IHSC:

1. All HSC degree granting programs (CON, COP, Medical Laboratory Sciences, 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

### Schedulers' Guidelines

Semester/Term	Collect Schedule <sup>1</sup>	Schedule in Event Management System (EMS) <sup>2</sup>
Spring	November 1	November 15
Summer	April 1	April 15
Fall	July 1	July 15

1. Collect curricular schedules for all programs.
2. Finalize scheduling in the Event Management System (EMS).
3. Release the schedule to all of HSC and other users for utilizing available space.
4. Once all HSC Degree program schedules are finalized in EMS, only remediation and make up events will be scheduled after the scheduling dates.

### Logistics of a Centralized Scheduling Model

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