

USER RESPONSIBILITY AGREEMENT

FOR RESERVING SPACE IN THE INTERPROFESSIONAL HEALTHCARE SIMULATION CENTER

The **Interprofessional Healthcare Simulation Center (IHSC)** is used for clinical skill and simulation-based events. By scheduling use of the IHSC, you - the user(s) - agree that you have read and accept responsibility for the following, as appropriate.

1. Reserved space is utilized space. If a room is being held for longer than it is being used, that time held is considered usage for that customer/department.
2. Unneeded reservations should be released at least 7 business days before your reservation.
3. Reserved space comes as is.
 - The IHSC cannot provide additional furniture or equipment.
 - Food is allowed only in designated areas (SP Staging Area, Student Waiting Area) and must be disposed of by user(s) of the space.
 - Furniture and equipment within the IHSC should not be relocated or removed unless prior approval has been given or done so by IHSC staff. Doing so may affect another's use of the space.
4. User/Attendee badge and key access must be arranged prior to a scheduled event and approved by the IHSC Manager.
 - User(s) cannot prop open doors for unauthorized individuals or groups.
5. User(s) should arrange for training with the IHSC's specialized equipment prior to their scheduled event.
 - User(s) wishing to use EMS SIMULATIONiQ (EMS SIMiQ) to record their encounters must complete required training prior to the scheduled event.
 - Training is required to use the EMS SIMiQ control PC(s) in the IHSC Monitor Room, DCNW Control Room, and Acute Care Simulation Lab Control Room(s).
 - Qualified individuals must be continuously present for any specialized technology used during the scheduled event.
 - Arrange training by e-mailing HSC-IHSC@salud.unm.edu.
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6. Make requests for Standardized Patients (SPs) directly through the Assessment & Learning program.
 - See <https://hsc.unm.edu/medicine/education/md/ume/assessment/sp-program.html> or call (505) 272-8028 for more information.
7. If your reservation is for the School of Medicine, College of Nursing, or College of Pharmacy, those colleges have agreed to share the annual cost of the EMS SIMiQ recording service available in these spaces. By reserving the IHSC or DCNW small group rooms, reserved time and unreleased reservations will be considered towards that program's cost share during the annual billing cycle.
8. User(s) are responsible for setting up and returning furniture and equipment to its original configuration.
 - Plan for set-up and clean-up time in addition to the time needed for the scheduled event.
9. Arrange with your College/School for any additional supplies the scheduled event requires.
10. Arrange to place all used trash container(s) outside of their room(s).
11. **EMERGENCIES** - Call UNM Police at (505) 277-2241 or call 911.



Building & Facility Access

- The IHSC is a restricted area. Entrance is allowed only via badge access from 6 AM to 6 PM, Monday through Friday. After hours and weekend access must be approved by the IHSC Manager.
- Badge access requires approval by the IHSC Manager and your department's administrative office.
- SPs are not given badge access. User(s) must arrange to let SPs into the IHSC.
- IHSC Staff does not provide support on evening or weekends unless arranged.
- UNM Policy 5250 - Use of University Facilities - <http://policy.unm.edu/university-policies/5000/5250.html>