

Program Administration Policy

The CSL is the result of a collaboration among the UVM CNHS, LCOM and UVMHC and serve as the academic hub for all simulation based education. Academic and operational decisions must be in line with the needs of the collaboration.

Procedure

Operation decisions are made by The Director of Clinical Simulation and the Director of Simulation Education and Operations. Day-to-day operations are the responsibility of the Director of Simulation Education and Operations. All scheduling is funneled through the Senior Simulation Specialist.

Scheduling conflicts, customer service issues, disagreements with policy or other uncertainties are the responsibility of the Director of Simulation Education and Operations. Decisions regarding equipment purchases and prioritizing projects rest with the Director of Clinical Simulation, the Director of Simulation Education and Operations with counsel from the simulation specialists, CSL Governance Board, The Clinical Advisory Committee and the CSL Operations Team.

- Supervision of day to day activities falls to the Director of Simulation Education and Operations.
- Immediate oversight of the Standardized Patient (SP) program is delegated to the Standardized Patient Educators (SPE) who report to the Director. The Director and the SP Educators meet to review calendars, activities and issues that require the Director's expertise or approval.
- Immediate oversight of the non-human simulation program is delegated to the Senior Simulation Specialist who supervises the Simulation Specialists. The Director meets with the Senior Simulation Specialist to review calendars, activities and issues that require the Director's expertise or approval.

The physical layout of the administrative space provides easy and quick access to the Director if needed. The staff has access to the Director's calendar which is managed by the CSL Administrative Assistant. If the Director is off-site then she is available by phone, email or text.

The Director meets with:

- The Director of Clinical Simulation once a week, more if needed. Email and phone correspondence are used between meetings as needed.
- The representative of the Governance Board (Senior Associate Dean for Medical Student Education) every month, more if needed. Email is used between meetings.
- The CSL Staff once a month. The entire staff meets to discuss CSL wide issues and To receive a report from each person with regards to their area. The meeting is led by the Director of Simulation Education and Operations.

- The CSL Operations Team every month during the academic year (Sept- May). The Ops Team consists of the Director, one of the two SPE, the Senior Simulation Specialist, the CNHS Director of Simulation, the UVMMC Coordinator of Nurse Education and Simulation Research, other super users and invited guests. The agenda and discussion focuses on issues that have arisen during the day to day use of the CSL. This team has been integral to the ongoing process Improvement we make within the program.
- Designated leaders of simulation within programs or colleges.