

SCHEDULING AND PLANNING
ADM 21.01.130

SCOPE: All Centra Employees

PURPOSE: To outline the procedure for requesting use of the Virtual Learning Center

DEFINITIONS: None

POLICY AND PROCEDURE:

1. All scheduling requests can be submitted via email or in person using the “Schedule Request Form” or “Classroom Request Form” to Virtual Learning Simulation Coordinator.
2. Priority in scheduling is given to simulation requests. Requests are honored in the order they are received with space permitting. Accounts may request specific rooms, final assignment is based on the size and needs of all groups scheduled on a given day and up to the discretion of the VLC Staff.
3. Following submission, all forms are reviewed by the Simulation Coordinator. All simulation activities must have a current simulation faculty member in roles of facilitator and/or simulator operator. To become a simulation faculty member, educators must attend Facilitator Training and/or Simulation Operations Training.
4. Non-Simulation activities requests from new instructors must schedule a meeting with the Simulation Coordinator in order to:
 - Tour the facility
 - Receive a tutorial on the AV capabilities of the facility
 - Receive orientation to utilization tracking system and appropriate cleanup of spaces
5. If the event is a new course/session and also requires scenario development, a completed “Scenario Planning Template” must also be submitted at least four weeks prior to the anticipated event. If more than one scenario must be developed, separate scenario development forms must be completed for each, and additional time may be required.
6. Once the scenario is developed, it is reviewed with the Facilitator and Simulator Operator (ideally in person) prior to the scheduled session date so that any remaining questions or missing scenario aspects can be addressed. During a session, a dry run of the simulation will be completed.
7. If a scheduling request is made for a course that has been hosted at the Center previously, and there are no changes to the curriculum by the instructor and space is available, the event is added to the Center calendar.

EQUIPMENT: None

FORMS: None

REFERENCES: None

INTERDISCIPLINARY REVIEW: Central Virginia Health Services Education Consortium