

Simulation Program



Simulation Centre Room Booking and Resources Process

The Simulation Centre consists of various simulation environments which have been designed for you to safely learn and practice clinical skills. The centre is ideally used for simulation-based educational purposes. The Simulation Centre comprises of four main areas listed below. These areas can be booked individually or collectively.

- Simulation Room MR -1.042 Simulation Room - HELP 1st Floor West
- Debriefing Room MR - 1.043 Simulation Meeting Room-HELP-1st Floor West
- Consult Room MR -1.044 Sim Clinic Room - HELP 1st Floor West
- Skills Lab MR -1.045 Tech Skills Lab- HELP 1st Floor West

Submission of booking requests

To enable a prompt return of all requests, we ask you to complete and submit the Simulation Booking Form.

The booking form can be found here: https://www.rch.org.au/simulation/contact/simulation_booking_form/

All fields must be completed. Please be explicit with the time and date, which rooms, simulation educators, and equipment, you require for your program. If you are unsure of how to answer any of the fields or what resources are available, please contact the Simulation Technologist on **x57883**. A member of the simulation team will notify you if any further information is required in order to run your education program with requested simulation resources. Once your request is confirmed (usually within 3 business days, but sometimes longer) you will receive a simulation calendar invitation. Only RCH employee requests are accepted through this booking process. For external bookings please send an email to simulation@rch.org.au with details of your request.

Please note that due to the conclusion of the Simulation Fellowships in February and August 2019, the Simulation Team will have fewer staff to assist in the delivery of simulation programs. We will endeavour to support as many simulation programs as possible, but there may be instances where we will be unable to support your program. Except in unforeseen circumstances, most programs will have technology support. Unfortunately in cases of unplanned leave, a program may need to be cancelled at short notice if the Simulation Team is unable to provide support for your program to go ahead.

If you require additional room to be booked in the HELP Centre on the same day, either prior to, or after the simulation session it is your responsibility to make arrangements.

The HELP centre booking form can be found here: http://www.rch.org.au/HELP_intranet/Room_Bookings/

Timelines and Clashes

The Simulation Centre is in high demand and we will attempt to accommodate all requests. Booking requests for simulation resources may be requested throughout the year but bookings for the following year will open the first week in October. To ensure a fair and systematic process for room bookings, bookings are not necessarily made on a first-come-first-served basis, but rather a consideration of how best to accommodate simulation-based education requirements of the parties involved equitably. When it is deemed that simulation resources are not specifically required for your program, the Simulation Team may request that rooms are booked in HELP rather than through the Simulation Centre. Where there are conflicts in scheduling, we will make every effort to facilitate solutions to room bookings and resources. Clashes can only be resolved with the spirit of cooperation and flexibility of parties involved. Where clashes cannot be resolved, an executive decision will be made by the Head of Simulation.

Questions?

For any concerns about timelines or questions about the process or form please contact the Simulation Team on simulation@rch.org.au