

# Simulation Program



## RCH Simulation Centre Room Booking and Resources Process

The Simulation Centre consists of various simulation environments which have been designed for you to educate your colleagues and staff. 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/sim/resources/>

**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** or **contact the RCH Simulation Team at [simulation@rch.org.au](mailto:simulation@rch.org.au)**. 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. Enquiries in regards to external bookings can be made directly to [simulation@rch.org.au](mailto:simulation@rch.org.au).

The RCH Simulation Team will endeavour to support as many simulation programs as possible, however there may be instances where we will be unable to support your program. Except in unforeseen circumstances, all simulation sessions utilising the centre technology will have support. Unfortunately, in cases of unplanned leave, a program may need to be cancelled at short notice if the RCH 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. Due to the high number of requests for use of the Simulation Centre, we advise that at least full day programs book an additional HELP room as we may not be able to support all full day sessions. The HELP centre booking form can be found here:

[http://www.rch.org.au/HELP\\_intranet/Room Bookings/](http://www.rch.org.au/HELP_intranet/Room_Bookings/)

### Timelines and Clashes

The RCH 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 process 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 RCH Simulation Team may request you to book rooms in HELP rather than through the RCH 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](mailto:simulation@rch.org.au)