

CSBL POLICIES AND GUIDELINES

CSBL MISSION STATEMENT

Creating simulation-based educational opportunities for health care professionals to provide, safer, more effective patient care.

BOOKING PROCEDURE

Individuals wishing to book **rooms, equipment, or Standardized Patients** should complete the 'Resource Booking Form'.

Standardized Patient Requests

Forms must be completed entirely in order for us to begin processing the request. We require a **minimum notice of 5 business days** with a completed form, excluding the simulation date. Custom cases require a notice of 10 business days.

Equipment Requests

Requests where equipment is required will be reviewed by the CSBL Simulation Team on an individual basis. If approved, you will then receive confirmation of the booking request.

Training to operate CSBL equipment (E.g. audio visual equipment, partial task trainers) can be arranged prior to use by contacting CSBL at simteam@mcmaster.ca

High-Fidelity Requests

High-Fidelity Simulation activity requires pre-planning to ensure smooth operation and standard of quality. Therefore, we require all programs to book High-fidelity Simulation activity with a **minimum notice of 4 - 6 weeks**.

CONFIRMATIONS

Requestors will receive a confirmation for all new bookings. The email confirmation will include details of the room booking reservation.

It is the responsibility of the requestor to proofread the details of the confirmation and report discrepancies to the CSBL immediately.

Room booking discrepancies or conflicts can only be resolved with proof of confirmation. Please note that on occasion it is necessary for CSBL staff to reassign clinical teaching rooms. Therefore, please ensure you check the reservations monitor prior to your session. The confirmed quantity of rooms and times will still be honoured.

Please note that on occasion it is necessary for CSBL staff to re-assign clinical teaching rooms. Therefore, please ensure you check the directory located in the lobby prior to your session.

Please go over your confirmations carefully. Your booking may be in one or both of our locations:

CSBL-1G clinical teaching rooms located in the red section beside Health Sciences Campus Store
(E.g. 1G-01, 1G-02)

CSBL-1M clinical teaching and high-fidelity simulation rooms located in the blue section between
Anatomy and Nuclear Medicine (E.g. 1M-01, 1M-02).

Standardized Patient bookings are a separate entity from room bookings and will require a separate confirmation.

CANCELLATIONS

It is imperative that CSBL be informed as soon as possible if an existing room reservation is no longer required. With notice we may be able to accommodate requests that have been placed on the waiting list. Please contact room bookings at ext. 22997 or email csbl@mcmaster.ca

FOOD AND BEVERAGES

There is a strict No Food Policy in all clinical teaching rooms of the CSBL. Beverages in covered containers only.

No beverages are allowed in the Harvey®, high-fidelity simulation, and control rooms.

FURNITURE AND EQUIPMENT

Furniture, if moved, must be returned to the original configuration at the end of the event. Removal of furniture from the room is not permitted.

Broken equipment must be reported immediately to the front desk. If after hours, please send an email to csbl@mcmaster.ca

Requests where equipment is required will be reviewed by the CSBL Simulation Team on an individual basis.

SIGN-IN PROCESS

Sign-in and evaluation is mandatory for every visit.

THE STANDARDIZED PATIENT PROGRAM (SPP)

The Standardized Patient Program is located within the Centre for Simulation-Based Learning.

To book Standardized Patients, please visit the CSBL website <http://simulation.mcmaster.ca> and fill out the Booking Resource Form. All information must be accurate and complete in order to process your request.

Please note: Standardized Patient bookings are a separate entity from room bookings and will require a separate confirmation.

Standardized Patients must be booked by the preceptor. At least 5 business days' notice is required for each booking.

When cancelling a Standardized Patient, 24 hours' notice needs to be given or your program will be billed for the amount of the original booking.

IT IS THE RESPONSIBILITY OF THE REQUESTOR TO CONFIRM THE DETAILS OF THE CONFIRMATION AND REPORT DISCREPANCIES TO THE CSBL AND/OR SPP IMMEDIATELY