Using the UMMS Simulation Center

Reservation Process:

A reservation system is in place to schedule use of the UMMS Simulation Center space and equipment. This reservation process is on a first come, first served basis. Please complete and submit the following:
Simulation User Form (http://www.umassmed.edu/forms.aspx?id=75964)

Upon review of the completed form users may be required to attend one of our "Simulation Users Meetings" to review their curriculum with Senior Staff. This is an opportunity for users to acquire help in the planning of their scenarios and debriefing strategies.

Equipment may be borrowed from the Simulation Center, although not without specific permission from a Simulation Center staff member. A form must be completed prior to removal of equipment and signed upon return of equipment. Any damage incurred will be the responsibility of the borrower and his/her department. (Borrowing Form: http://www.umassmed.edu/uploadedFiles/SimCenter/Borrowing%20Equipment%20Form%20.pdf)

Equipment training in the use and operation of all UMMS Simulation Center equipment is required for all first-time users and users who are planning to use new or unfamiliar equipment. Training with the Senior Eningeer is done by appointment only. The recording of a session is conducted by a UMMS Simulation Center staff member only.

Independent use requests will be honored once a student and/or resident receives sponsorship by a UMMS faculty member. The faculty member must be present at these sessions. Independent use requires a completed reservation form and approval of the UMMS Simulation Center Senior Staff.

Data capture and evaluation; all users will be required to provide the names of their learners and assistants prior to use. A sign-in sheet will be provided at the start of your session for data capture. The UMMS Simulation Center Evaluation Form will be distributed at the conclusion of your session, it is to be completed by the learners and returned to the front desk.