



University of Otago Christchurch Simulation Centre
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UOC SIMULATION CENTRE USERS GUIDE

Introduction

The UOC Simulation Centre is designed to develop, deliver and support simulation-based education primarily in all UOC courses. In addition some activities involve external users – students/learners and tutors/teaching staff. This document provides guidance to all users about reasonable expectations they may have of the Centre and staff, and also outlines the expectations the Centre has of users.

Mutual respect is at the heart of the philosophy of the Centre and essential to facilitate learning using SBE. Activities will be challenging but the environment should be psychologically and physically safe for all.

Rules of Use

- Simulation Centre staff are responsible for overseeing and supporting use of the facility and equipment by all users.
- Tutors/teaching staff are expected to be present for all sessions involving their students from the commencement of the booking time (ie: 30 mins prior to start) and are responsible for the supervision of their students.
- Tutors/teaching staff have overall responsibility for the preparation (including setting up) and clearing up of their sessions and should negotiate the timing and coordination of this with Centre staff.
- All teaching staff will be required to undergo training prior to use of specialised equipment including models/manikins.
- A member of the Centre staff must be present for all sessions involving the simulators SimMan3G and SimJunior – this requirement must be indicated on the booking form and for all new sessions must be discussed with a Centre staff member
- All sessions must be formally booked using the booking form available on the website. <http://www.otago.ac.nz/christchurch/services/simulationcentre/booking/>

- All booking requests need to include details of the planned session so that Centre staff can ensure appropriate facilities and resources are available. The Centre booking form provides some guidance and Centre staff are always happy to discuss individual booking requests and planned sessions.
- All new bookings requiring a simulator, UOCSC staff member and/or a technician need to be discussed with the Centre well in advance of the intended booking date – the period of advanced notification will depend to some extent on the nature of the proposed session but for simulated scenarios should be ideally in the prior academic term/semester i.e. at least 6 weeks.
- Changes to already booked/scheduled sessions, including changes to scenarios and equipment, where the session involves a simulator, UOCSC staff member and/or a technician, should be notified at least 2 weeks prior to the session, otherwise changes will be by mutual agreement only.
- Specialised equipment that is not routinely stocked at the Centre needs to be discussed well in advance and will either need to be provided by the user or, with adequate notification, will be ordered by the Centre and charged to the user department.
- Equipment will not ordinarily be loaned out from the Centre.
- No equipment, including consumable items, must be taken from the Centre.
- Recovery of costs for replacement of lost or damaged equipment or repair of damaged equipment (other than ordinary wear and tear) will be sought from the responsible parties (supervising department).
- The Centre aims to be a place of high quality, safe and enjoyable learning. In order to achieve this, all teachers who wish to make use of the Centre will be required to have some orientation to the Centre, its equipment and simulation-based learning, and teaching sessions should be consistent with Centre policies and procedures, below:
 - Recording policy
 - Confidentiality and recording agreement; and
 - Participation in simulation

All of which can be found here on our website: <http://www.otago.ac.nz/christchurch/services/simulationcentre/booking/>