

Welcome to the UW Oshkosh College of Nursing Simulation Training Center

All learners must know and practice within the safety guidelines at all times while using the lab. Failure to adhere to general guidelines may result in loss of Simulation Training Center use. A Simulation Training Center Policy and Procedure manual will be available in the lab and learners will receive a copy during their orientation. All learners must read and agree to the terms of this policy and procedure guide. Safety is our focus and as a result, the UW Oshkosh Simulation Training Center is a safe environment for learners to experience scenario based training.

SIMULATION TRAINING CENTER SCHEDULING POLICY **Introduction/Overview**

In order to facilitate the use of the UW Oshkosh Simulation Training and related facilities, a Simulation Training Center [Application of Use](#) form must be submitted using the following procedure.

Procedure

- Please see the UW Oshkosh Simulation Training Center Website <http://www.uwosh.edu/nursingsimulation> for virtual tour and floor map of the Simulation Training Center, available high fidelity simulators and equipment under the “Facilities and Equipment” tab.
- Please complete request form under “Application for use the Simulation Training Center” tab. Then choose one of the following:
 - External Agency Form, for all non UWO agencies.
<http://www.uwosh.edu/nursingsimulation/forms/simulation-experience-request-form/external-nursing-simulation-request-form>
 - Internal request form for UWO Departments and classes
<http://www.uwosh.edu/nursingsimulation/forms/simulation-experience-request-form/nursing-simulation-request-form>
- After the request for simulation is submitted, the Simulation Facilitator (andersop@uwosh.edu) will communicate with the agency contact listed on the form to discuss and schedule simulation.
- The Simulation Facilitator will also determine if any competency training by the agency facilitator will be required.
- Facilitators will be required to meet with the UW Oshkosh Simulation Facilitator to perform a mock run through of their simulation session. This ensures that the simulation session will run smoothly on the scheduled day. This must be done no later than one week prior to the scheduled simulation session.
- For questions or concerns please contact the Simulation Facilitator (andersop@uwosh.edu).

- Based on the request form, the CON Simulation Technician (parksm@uwosh.edu) will generate a cost quote for the use of the Simulation Training Center. This quote will be emailed to the contact listed on the simulation request form.
- The Simulation Facilitator and Simulation Technician will work with the agency to create an appropriate learning plan and an environment conducive to learning for the participants.
- Participants will leave the facility in the condition it was found.
- Any questions about the simulation experience will be directed to the Simulation Facilitator: Polly Anderson (andersop@uwosh.edu)
- Equipment in the UW Oshkosh Simulation Training Center will be examined before and after simulation experiences. Any damages incurred to the simulation equipment will be the responsibility of the agency.
- UW Oshkosh Simulation Training Center can be found:
<http://www.uwosh.edu/nursingsimulation/documents/sim-center-policies-procedures-operations/sim-center-policy-full>