York University – School of Nursing  
Undergraduate Programs

**Guideline**

| **Guideline:** Priority Use of the Nursing Simulation Centre |
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| **UPC Review & Approval Date:** November 2018; July 2021; May 2023 | **Executive Committee Date:** December 2018; July 2021; June 2023 |
| **SON Council Decision Date:** January 2019; September 2021; June 2023 | **Effective Date:** September 2021; January 2019; September 2023 |
| **Evaluation Period:** Every 2 years |

**Introduction and Rationale:**
Prioritize use of Nursing Simulation Centre (NSC) space and resources during NSC Business Hours (0830-1830). To facilitate transparency in the booking of the activities occurring within the Nursing Simulation Centre (NSC) and when using the resources.

**Definitions**

**Curricular:** Course-based activities. Including, scheduled classes within students’ timetables; On Campus Clinical Sessions; Alternative clinical experiences as a result of the clinical agency or Clinical Course Director (CCD) not available; Supplemental clinical experiences; Student referral or review; Other School of Nursing course activities.

**Non-curricular:** Activities not associated with a course. Examples: Research, school tours, meetings, social events, or others not yet identified.

**Curricular Process in NSC**

**Scheduled Classes/Labs**
- Manager of Nursing Simulation Centre (MNSC) obtains a schedule of classes from the Administrative Assistant - Programs & Students Services (AAPSS). (Annual)
- MNSC books dates and times specific to scheduled sessions.
- If there is a conflict, notifies AAPSS, DNSC, NP Coordinator.

**On Campus Clinical (OCC) Sessions**
- MNSC, Director Nursing Simulation Centre (DNSC) and Course Director (CD) discuss dates and times. Ideally OCC is scheduled each semester on first clinical day.

**Alternative Clinical Experiences as a Result of the Clinical Agency or Clinical Course Director (CCD) Not Available**
- Manager, Nursing Practicum Coordination Office (MNPCO and the CD/CCD notify DNSC and MNSC of need for a clinical group to attend NSC.
- MNPCO or CD notifies CCD and/or Students of change of clinical placement.
Supplement a Clinical Experience

- CD meets with DNSC and MNSC to plan day. Presents learning objectives and scenarios.
- CD informs students and Clinical Course Directors (CCD).

Student Referral or Review

- Referrals for students on progression plan. CD or CCD notify DNSC. DNSC book space.
- Reviews (for students off track). DNSC books space based on availability.

Priority Scheduling of Space and Equipment

Curricular Activities

1. Scheduled NP OSCEs (scheduled by Ontario PHCNP Consortium)
2. On Campus Clinical (Week 1 only)
3. Scheduled classes/lab within students’ timetables (starting Week 2)
   a. 304/304J – Undergraduate Classes/Labs
   b. 303 – Graduate Classes/Labs and Scheduled Drop-In (3hrs a week)
4. Alternative Clinical Experiences as a Result of the Clinical Agency or Clinical Course Director (CCD) Not Available
5. Student referral or review
6. Supplemental to a clinical experience
7. Other School of Nursing Course Activities (e.g., filming, guest speaker-outside of classroom)
8. Other York School/Student Requests
9. Facilitated Sessions (requires NSC CCD)
10. Mentor Program (requires NSC CCD)
11. Drop-in sessions (self-directed)

Non-Curricular

1. CardioPulmonary Resuscitation (CPR) Classes
2. Mask Fit Testing
3. Faculty Research/Studies
4. High School Visitors
5. Filming for Non-Curricular Purposes
6. Social Events