

II. Governance:

Contact Information: Deborah Halliday, PhD, RN
Simulation Center Director, Moravian University
610-625-7812

Jennifer Landis, MEd.
Simulation Educator, Moravian University
610-625-7718

Email Address: Dana Noll, EMT
Simulation Technician, Moravian University
simulationlab@moravian.edu

Business Hours: Monday - Friday 8:00 am to 5:00 pm
Business hours may be extended or may include weekends to accommodate special programs which will be determined on a case-to-case basis.

Organizational Chart:

<i>Associate Provost, Dean, College of Health</i>		
<i>Associate Dean, Helen S. Breidegam School of Nursing</i>	<i>Associate Dean, School of Rehabilitation Sciences</i>	<i>Dean, School of Behavioral & Community Health</i>
<i>Simulation Center Director</i>		
<i>Simulation Center Educator</i>		
<i>Simulation Technician</i>		
<i>Faculty Users/Student Lab Assistants</i>		

Roles and Responsibilities:

Moravian University Interprofessional Simulation Center Director

- Ensures that the MUISC curriculum aligns with the mission and educational objectives of the Moravian University CoH and meets the needs of faculty and learners.
- Develops the strategic plan and budget MUISC, and oversees its implementation in coordination with appropriate stakeholders.
- Oversees the day-to-day activities of the MUISC such as scheduling, mentoring faculty, and learners, and ensuring needed supplies.
- Coordinates with Simulation Educator on faculty training, case development, and assessment of simulation events.
- Works with and provides supervision of the MUISC Technician and Student MUISC Assistants.

Simulation Educator

- Collaborates with faculty to create simulation events adhering to best practices in simulation education ([INACSL](#), [ASPE](#), [SSIH](#)), and in alignment with curricular goals.
- Coordinates with the MUISC Coordinator to educate faculty, staff, and outside users on simulation theory and best simulation practices and techniques.
- Oversees and ensures the successful operation of the Standardized Patient Program at Moravian University. This includes program development, implementation, evaluation, and staffing.
- Facilitates simulation, including pre-briefing and debriefing.
- Remains current in simulation education research.

MUISC Technician

- Reviews the weekly operations of the MUISC including scheduling, development, and implementation of simulation scenarios, session evaluations, maintenance of supplies, and course simulation preparation.
- Creates additional supplies needed for simulation events.
- Maintains simulation equipment per vendor standards.
- Facilitates simulation, including debriefing.

Faculty

- Collaborates with simulation staff to create cases following best practices in simulation education and alignment with curricular goals.
- Facilitates debriefing of events, either as sole or co-debriefer.

Student MUISC Assistants

- Assist with event set up and tear down, including cleaning and restocking of materials
- Act as a peer tutor, as needed, for learners involved in an open lab (per approval of the Simulation Director)

Moravian University Interprofessional Simulation Center Committee

- Comprised of representatives from all programs within the CoH
- Meets as needed during the academic year to discuss and review operations, develop policies, and plan for ongoing simulation activities within the CoH and University wide
- Coordinates interdisciplinary simulation research opportunities
- Evaluates the efficacy of simulation use at Moravian University

Complaint Resolution Process

In the event a complaint is issued concerning MUISC staff, faculty, or learners related to personal interactions or performances during simulation sessions, individuals are referred to the Moravian University Grievance policies at:

<https://www.moravian.edu/handbook/administration/grievance>

Cancellation Policy

A minimum of a 24-hour notice is required for the cancellation of simulations or events in the MUISC. However, it is understood that emergencies occur and it may not be feasible for a 24-hour notice.

If the simulation or event must be canceled by the faculty/users, this procedure should be followed:

- The Lead Course Faculty member who is canceling the simulation or event shall contact the Simulation Center staff using Moravian University's MUISC email address (simulationlab@moravian.edu) and contact the simulation center staff responsible for facilitation of the event. Contact information is listed in (*APPENDIX A*)
- Lead Course Faculty shall contact all adjunct faculty and learners assigned to the simulation or event of a cancellation.
- Simulation Center staff are responsible for notifying any Simulated/Standardized Patients (SPs) of the cancellation. If the cancellation occurs with less than 24 hours notice, SPs will be compensated for 2 hours for the scheduled event.
- Simulation Center staff will work with Lead Course Faculty member(s) to reschedule the simulation or event.

If the simulation or event is canceled by the COH Simulation Center staff, the following procedure will be followed:

- Simulation Center staff shall contact the scheduling faculty member to notify them of the cancellation.
- Lead Course Faculty are responsible for notifying all adjunct faculty and learners assigned to the simulation or event.
- Simulation Center staff are responsible for notifying SPs in the event of cancellation. If the cancellation occurs with less than 24 hours notice, SPs will be compensated for the event.

- Simulation Center staff will contact the Lead Course Faculty member(s) to reschedule the simulation or event.

In the event of inclement weather resulting in cancellation the following procedure will be followed:

- Simulation Center staff will contact the scheduling faculty member to notify them of the cancellation.
- Lead Course Faculty are responsible for notifying all adjunct faculty and learners assigned to the simulation or event.
- Simulation Center staff are responsible for notifying Simulated/Standardized Patients in the event of cancellation. Every effort will be made to reschedule the event with previously contracted SPs. There will be no compensation for inclement weather cancellations.
- Simulation Center staff will contact the Lead Course Faculty member(s) to reschedule the simulation or event.