

Pre-clinical Course Directors

Course Preparation

The course director must provide the Leasing and Supplies Manager (LSM) with a *new, detailed* list of course supplies annually and no later than *three months* prior to the start of the course.

- The course director will meet with the LSM and the Educational Resources Manager (ERM) to discuss any questions or concerns with the list as compared to the prior year's list and the materials used in clinics.
 - Once the master list is finalized, a schedule of materials needed for each session will be created.
- Prior to the start date of each course, the ERM (or designee) will meet with the course director and:
 - review the inventory of materials
 - review the "session-by-session" schedule of supplies
 - conduct an orientation of the sim lab for the course director which will include a demonstration of educational resource tools at the instructor station
 - upon completion of this orientation, request the signature of the course director on a form that confirms completion of the orientation

Simulation Lab Assistance

1. The ERM will remain in the simulation lab for the first 45-60 minutes of each lab session. (Once the course is underway she/he will transition into other assigned duties and will not be present. However, contact numbers will be posted at the instructors' workstation to contact either the ERM or the LSM.)

When the ERM is not available:

- The LSM will be present in the simulation lab for the same time frame.
 - The assistant director of clinical operations plans to cross-train members of the staff to provide support in the event that neither the ERM nor the LSM are able to be present.
2. The ERM will return for the last 15 minutes of the lab session to close the lab. If the course director extends the time past 11:45 am or 4:45 pm it will be their responsibility to close and lock the lab. (Students cannot be left in the lab without a faculty member.) On occasion when the ERM cannot close the lab it will be the responsibility of the course director.

Communication

1. When a course director changes the start or end time of the laboratory session, the ERM should be notified as far in advance as possible. If the notice is less than 24 hours in advance the course director will assume the ERM's responsibilities.
2. Any changes to the materials that will be used during the lab session should be communicated to the ERM as far in advance as possible. This will help to ensure the materials can be ordered and received prior to the session. *Last minute changes may not be accommodated. Under no circumstances can materials be taken from the clinics.*
3. When the ERM is unexpectedly out for a session, the back up support plan will be communicated to the course director and designated support personnel by email. An attempt to inform the course director directly will also be made by the LSM or clinic administration.