

KN Cheung and SK Chin InterSim & Healthcare Skills Hub (HSH)

Faculty Of Medicine, Health and Life Sciences (FMHLS)

INTERSIM/HSH BOOKING PROCEDURES FORM

Introduction

InterSim and HSH are specialised facilities in FMHLS with the key aim of supporting health profession staff to deliver high quality experiential education. This document outlines the booking process for activity in these facilities. Whilst our priority is to accommodate QUB educational bookings, we are also open to, and encourage, requests for external bookings. Booking arrangements for InterSim and HSH are as follows.

Booking priority criteria for InterSim*

Priority for InterSim bookings are as follows:

- 1st priority: Interprofessional simulation-based teaching
- 2nd priority: Uni-professional simulation-based teaching
- 3rd priority: Non-simulation based activities
- 4th priority: External booking requests

Booking priority criteria for HSH*

Priority for bookings are as follows:

- 1st priority: Clinical assessments
- 2nd priority: Clinical skills teaching

*Exception to these priorities will be considered by the InterSim Governance Group (IGG). The example given here is the agreement by IGG/Faculty MHLS for Final MB OSCE examinations to have top priority for InterSim and HSH booking for dates typically in February each year.

Quality improvement

InterSim is committed to quality improvement of its facilities and booking process. All users will be asked to provide feedback to reinforce good practice and make suggestions for future improvement.

Booking appeals process

The InterSim/HSH staff strive to accommodate all users where possible. The booking process and priority criteria aim to provide transparency to our procedures. Where a user has not been able to be accommodated, InterSim staff will aim to find a satisfactory solution, adopting a collegial approach with all relevant parties. If the booking request cannot be accommodated, the requester will have the opportunity to appeal this decision. They will be asked to complete an appeal form and this will be considered by the Dean of Education and Director of Operations in the FMHLS.

BOOKING PROCESS FLOW CHART

