



# Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Extracurricular Use of the Virtual Clinical Center (VCC)

Policy Number: EC.00.02.190305

Applies to: All utilizers of the VCC

Date: 3/5/2019

## 1.0 Policy Statement

It is the Elson S. Floyd College of Medicine (ESFCOM) policy to provide the virtual clinical center available for individual and small group learning to WSU students enrolled on the health sciences campus who wish to engage in additional extracurricular learning opportunities.

## 2.0 Definitions

*Extracurricular Event:* Any organized activity that is not defined by the curriculum at Washington State University and will have no expectation for curricular credit. Educational or simulation-based research is not considered an extracurricular event for the purposes of this policy.

*Individual Practice:* Self-directed deliberate practice of skills taught as a part of curriculum.

*Student Interest Group (SIG):* A group of students that is organized and student-led with a designated faculty advisor.

*Self-Organized Group (SOG):* Any group with a common interest and desire to practice skills but does not have a designated or assigned faculty advisor.

*Simulation Resource(s):* Any hardware or software uniquely inherent to the VCC. For example, B-Line SimCapture Central and digital infrastructure, standardized patients, partial-task trainers, and high-fidelity manikins.

*Simulation Workshop:* An event with specific defined learning objectives anchored by the curriculum using one or more simulation modalities (task-trainers, standardized patients, etc.).

## 3.0 Responsibilities

Director of Simulation-Based Training  
Office of Student Affairs  
Office of Curriculum

#### 4.0 Procedures

**Student Interest Group (SIG) Requests:** Any member of a SIG will designate a group member to be ‘point of contact’ for all communication related to requests, scheduling, and rescheduling for any and all events that utilize the VCC. Additionally, a designated faculty advisor will be involved with and included in planning. Requests to use the VCC for a workshop will require completion of a Request Form and must be submitted to the Director of Simulation-Based Training for approval. The form’s initial submission needs to be made to the Director of Simulation-Based Training at least four weeks prior to the desired event date. Initial approval is contingent on VCC space availability including faculty, staff, and resources. SIG requests for extracurricular attendance are limited to members of the SIG scheduling the event. Following the granting of initial approval, it is the student SIG’s responsibility to obtain approval signatures from the Associate Dean for Curriculum and the Associate Dean for Student Affairs.

Justification and Purpose for Required Signatures:

Office of Curriculum – The signature of the Associate Dean for Curriculum is required to ensure awareness of extracurricular events involving SIGs. The SIG faculty advisor listed on the request form will be responsible for the content presented in the workshop. Faculty oversight is paramount to ensure that the workshop content aligns and is anchored in the ESFCOM curriculum.

Office of Student Affairs – Signature from the Associate Dean for Student Affairs will ensure extracurricular activities involving student members of SIGs remain under the purview of this office and ensure that the planned event does not conflict with other ESFCOM events or activities.

After requisite signatures are obtained, the designated SIG contact responsible for the event returns the complete Request Form to the Director of Simulation-Based Training for final approval.

**Self-Organized Group Requests:** A designated member of a SOG is to be the point of contact and the faculty advisor for planning the activity. The VCC request form is to be completed in its entirety and submitted to the Director of Simulation-Based Training for initial approval. The form’s initial submission needs to be made to the Director of Simulation-Based Training at least four weeks prior to the desired event date. Initial approval is contingent on VCC availability including faculty, staff, and resources and must be offered to all students. Following the granting of initial approval, it is the SOG’s responsibility to obtain approval signatures from the curriculum office and the student affairs office.

The purposes of these signatures are:

Curriculum Office – The curriculum office signature is required to ensure awareness of the extracurricular event being held by the SOG. The SOG faculty member listed on the form is responsible for the content presented in the workshop. Faculty oversight is paramount to ensure that the content aligns with existing ESFCOM curriculum.

Student Affairs Office – A signature from the student affairs office is required to ensure that they are aware of the extracurricular event being held by the SOG. The signature from the Student Affairs Office is also to ensure that the planned event does not conflict with other ESFCOM events or activities.

After the requisite signatures are collected, the SOG contact in charge of the workshop returns the form to the Director of Simulation-Based Training for final approval.

**Individual Practice Requests** – Individual Practice Requests must be submitted in writing to the Director of Simulation-Based Training. A formal VCC workshop request form is not required in this instance; however, clarification may be requested. Email is an acceptable format for Individual Practice Requests. Individual Practice Requests are granted on a case-by-case basis and subject to VCC availability including faculty, staff, and resources. Content for Individual Practice sessions is limited to that which has already been covered by curriculum. Direct supervision and guidance will not be available.

**5.0 Related Policies**

N/A

**6.0 Key Search Words**

Virtual clinic, simulation, workshop
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**7.0 Revision History**

Original Approval	Policy number	Review/Revision
03/05/2019	EC.00.02.190305	

**Responsible Office:** Office of the Virtual Clinical Center

**Policy Contact:** Director of Simulation-Based Training

**Supersedes:** N/A