



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: College of Medicine Students, Faculty, and Staff

Date: 11/1/2022

1.0 Policy Statement

It is the Elson S. Floyd College of Medicine (ESFCOM) policy to make 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.

Simulation Resource(s): Any hardware or software uniquely inherent to the VCC. For example, 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

Assistant Dean for Career Advising and Student Programs
Director of Simulation-Based Training

4.0 Procedures

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 two weeks prior to the desired event date. The initiation of the Request Form will be at the direction and discretion of the Assistant Dean for Career Advising and Student Programs or designee. Approval is contingent on VCC space availability including faculty, staff, and resources. Approval will be provided to both the original requestor and Assistant Dean for Career Advising and Student Programs. After approval is provided, the VCC faculty or staff will work with the requestor with their workshop request.

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 may not be available.

Individual practice requests can be made by both students and faculty.

5.0 Related Policies

N/A

6.0 Key Search Words

Virtual clinic, simulation, workshop

7.0 Revision History

Original Approval	Policy number	Review/Revision
03/05/2019	EC.00.02.190305	11/1/2022

Responsible Office: Office of the Virtual Clinical Center

Policy Contact: Director of Simulation-Based Training

Supersedes: N/A