

Scheduling and hours of operations

The Parry Center for Clinical Skills and Simulation provides its services for the USD Sanford School of Medicine, School of Health Sciences, Residency Corporation, practicing providers, and external users.

The Parry Center's regular hours of operations are Monday through Friday from 8:00 am until 5:00 pm (7:30 am till 4:30 pm during the summer). The Center is closed on official university holidays.

Any after-hours or Saturday activity requests must be approved by the Director of the Parry Center.

As the Parry Center works with a busy operational schedule, it is important to follow the proper scheduling procedure.

To schedule a simulation activity at the Parry Center, an event request should be submitted (see below).

In addition to the date and time of the activity, the following information is requested in the scheduling form:

1. Institution
2. Contact person
3. Learning objectives
4. Space allocation
5. Equipment and supplies
6. Teaching faculty list
7. Type and number of students
8. Standardized Patient requirement

9. Outcome measure instrument

10. Audio/video requirement

Based on the tier of priority, the request will be approved or disapproved by the Director, who might consult as appropriate with the governing bodies (Parry Center Advisory Board, Office of Medical Education, Dean's office etc.).

If the requested activity is approved, the submitted request serves as the starting point of preparing for the activity.

The Parry Center faculty and staff will work with the requestor to ensure the best educational opportunity for the participants and compliance with the Society for Simulation in Healthcare standards.

As the Parry Center's schedule is very busy, it is the best practice to schedule activities at least six months ahead.

It is important to schedule activities that require Standardized Patients (SP) early since their availability might vary, and their recruitment and training requires additional time.

Requests of simulation activities requiring SPs submitted within a three week or shorter notice are considered a short notice and are not guaranteed.