

Simulation Center

Event and Lab Request Guide

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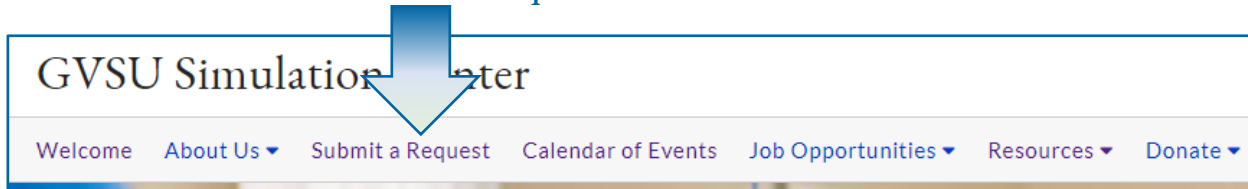
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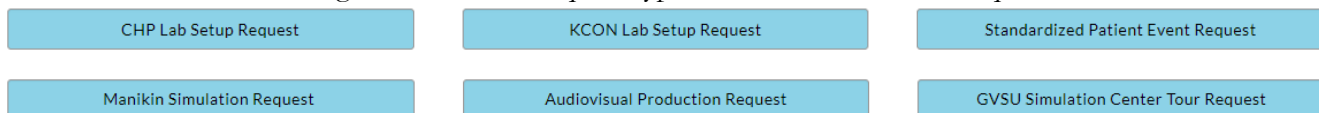
I. Event and Lab Request Access

A. Event and Lab Request Access

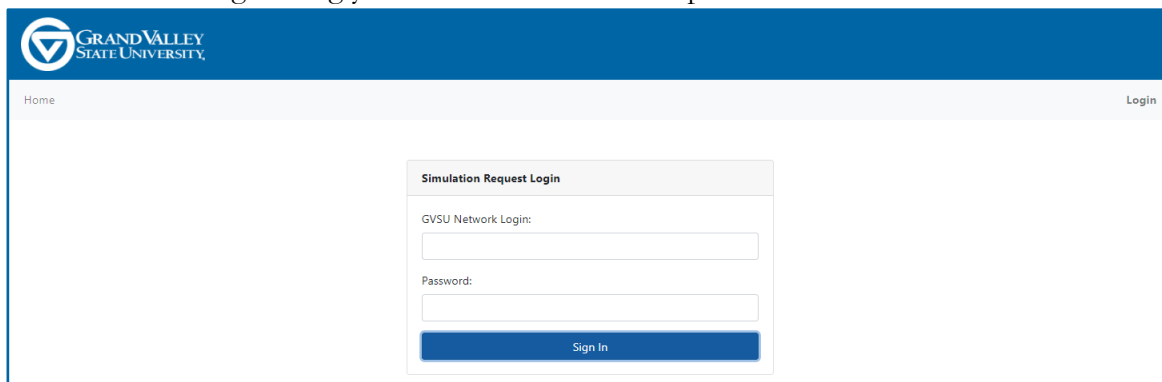
1. Go to the GVSU Simulation Center's website - www.gvsu.edu/simcenter/
2. Click on the **Submit a Request** tab.



3. Read through the different request types, click on the desired request.



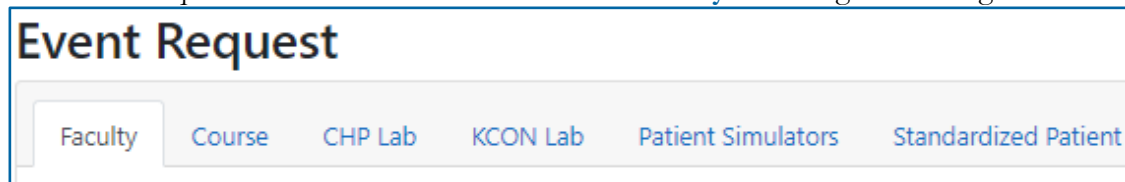
4. Login using your GVSU username and password.



5. Use the directions in Part II to enter lab and event requests.

II. Event Request

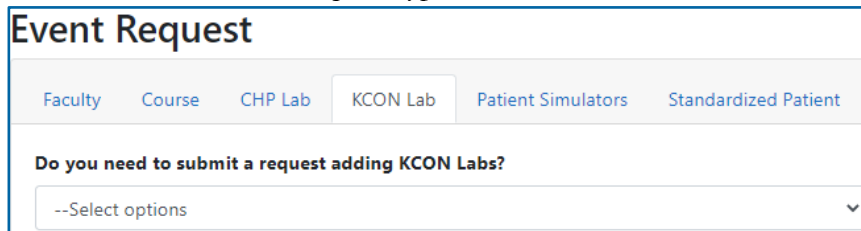
1. All request submissions will start with the **Faculty** tab and guide through each of the tabs.



Event Request

Faculty Course CHP Lab KCON Lab Patient Simulators Standardized Patient

2. Enter information for each request type required for the event or simulation.
 - a. Select **Yes** for each lab/request type needed.
 - b. Select **No** for each lab/request type needed.



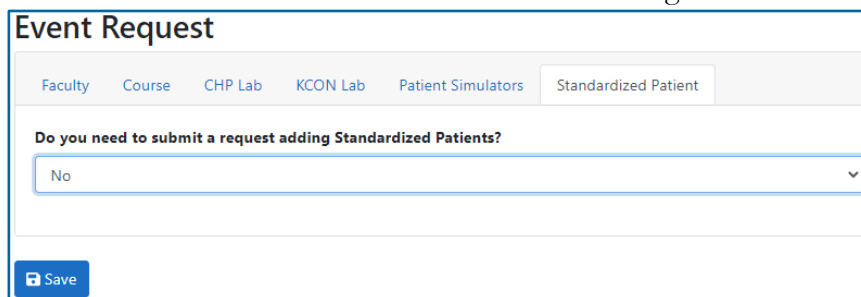
Event Request

Faculty Course CHP Lab KCON Lab Patient Simulators Standardized Patient

Do you need to submit a request adding KCON Labs?

--Select options

3. When all information has been added to the request click **Save** on the **Standardized Patient** tab.
 - a. Each tab will need a **Yes** or **No** selected before saving.



Event Request

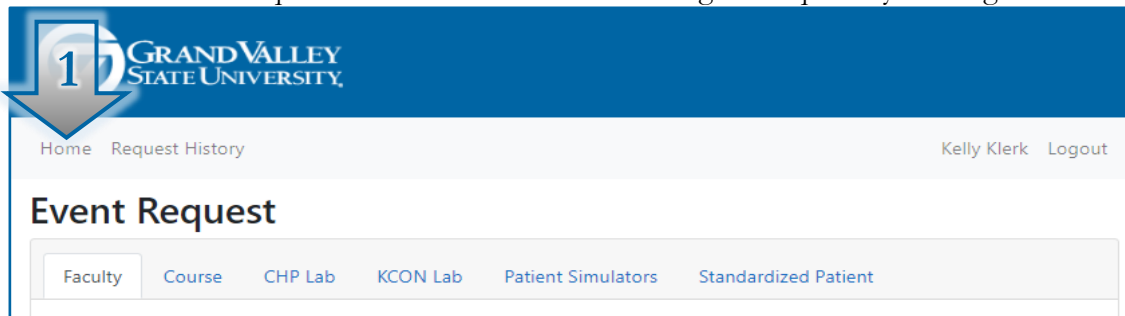
Faculty Course CHP Lab KCON Lab Patient Simulators Standardized Patient

Do you need to submit a request adding Standardized Patients?

No

Save

4. Additional requests can be submitted after saving the request by clicking on the **Home (1)** tab.



1

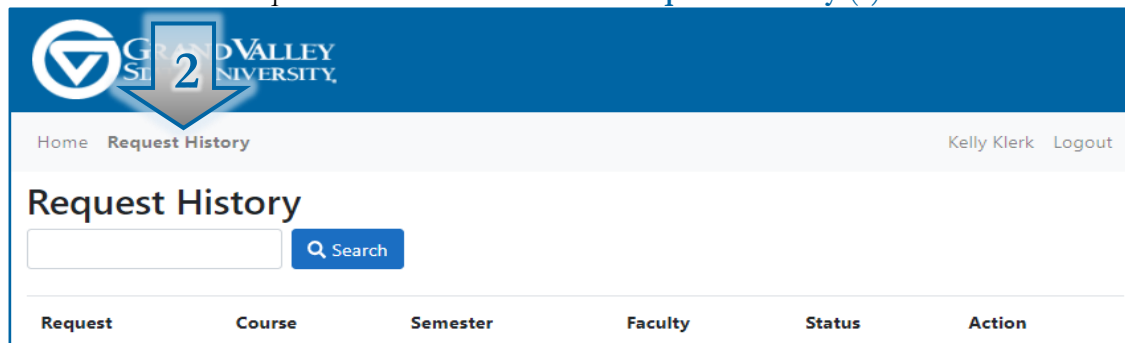
GRAND VALLEY STATE UNIVERSITY

Home Request History Kelly Klerk Logout

Event Request

Faculty Course CHP Lab KCON Lab Patient Simulators Standardized Patient

5. Submitted requests can be viewed on the **Request History (2)** tab.



2

GRAND VALLEY STATE UNIVERSITY

Home Request History Kelly Klerk Logout

Request History

Search

Request	Course	Semester	Faculty	Status	Action
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A. Faculty tab

1. Enter **First Name**, **Last Name**, **Email**, **Department**, and **Phone** number.
2. Review the **Faculty Simulation Orientation Module**, if this is the first time submitting a request.
3. Add the **First Name**, **Last Name**, and **Email** address for all faculty involved with the course.

The screenshot shows the 'Event Request' form with the 'Faculty' tab selected. The form includes input fields for 'First Name', 'Last Name', 'Email', 'Department', and 'Phone'. Below these is a dropdown menu for 'Have you completed the required Faculty Simulation Orientation Module?' with a '--Select option' placeholder. At the bottom, there is a table to 'List any additional faculty members involved with this course.' with columns for 'First Name', 'Last Name', and 'Email', and an '+ Add' button. A 'Continue' button is at the bottom left.

A. Course tab

1. Enter **Course Title** and **Semester**.
2. Attach **Course Syllabus**, optional.
3. Attach **Event/Lab Learning Objective**, optional.

The screenshot shows the 'Event Request' form with the 'Course' tab selected. The form includes input fields for 'Course Title' and 'Semester' (a dropdown menu). Below these are two large dashed boxes for file uploads: 'Course Syllabus' and 'Event/Lab Learning Objective'. Each box contains the text 'Drag and drop one or more files here...' and 'Only xls, xlsx, doc, docx, txt, pdf allowed.' A 'Continue' button is at the bottom left.

B. CHP Lab Request Tab

If a CHP Lab request is needed, enter all information on the CHP Lab request tab.

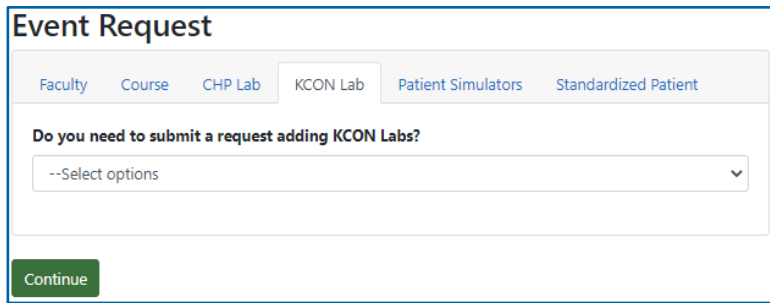
The screenshot shows the 'Event Request' form with tabs for Faculty, Course, CHP Lab (selected), KCON Lab, Patient Simulators, and Standardized Patient. A dropdown menu asks 'Do you need to submit a request adding CHP Labs?' with 'Yes' selected. Below is a table with columns: Section/Group, Number of Students, Day(s) of the Week (checkboxes for Monday through Sunday), Start Time, End Time, and Location. An '+ Add' button is next to the Location column. At the bottom, there is a 'Delivery Method' dropdown menu with '-- Select Option'.

1. Enter the following information:
 - i. **Section/Group**
 - ii. **Number of Students** – if unknown enter NA
 - iii. **Day(s) of the Week**
 - iv. **Start Time**
 - v. **End Time**
 - vi. **Location**
 - Click **Add** after entering **Location**. Multiple entries can be entered.
2. Select **Delivery Method**:
 - i. **High Fidelity Remote Simulation**
 - ii. **In-Person**
 - iii. **Remote**
 - iv. **Student Directed Remote Simulation**
3. Attach or copy and paste **Overview/Schedule of Lab Dates/Topics**, optional. Multiple files can be added.
4. Attach **Setup Sheets**, optional.
5. Identify additional lab spaces, if needed. If not needed enter NA.
6. Identify additional **PPE** needs, if needed. If not enter NA.
 - Click **Add** after entering **Location**. Multiple entries can be entered.
7. If audiovisual support is needed for the CHP lab enter **Audiovisual Information** – only enter if needed for the CHP lab:
 - i. **Streaming** – Yes or No
 - ii. **Recorded** – if Yes, identify all faculty who will need access to recordings
 - iii. **Faculty Viewing Stations** – select number of stations needed
 - iv. **Student Viewing Stations** – select number of stations needed
8. Click **Continue**

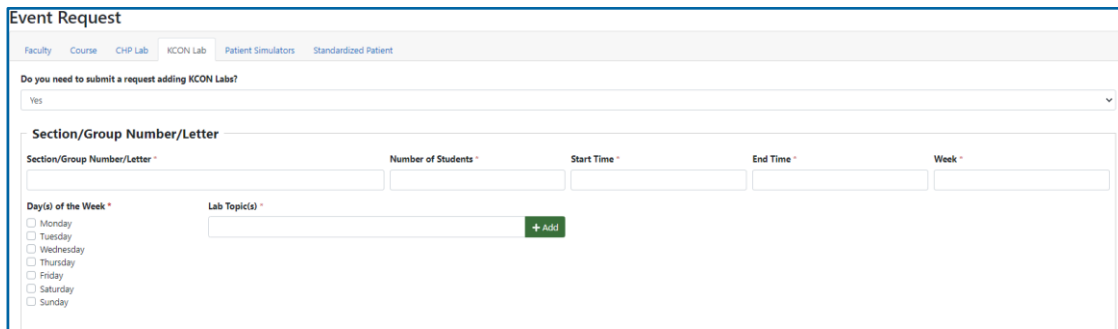
The screenshot shows the 'Audiovisual Information' form with four dropdown menus: Streaming, Recorded, Faculty Viewing Stations, and Student Viewing Stations. Each dropdown menu has '--Select option' as the selected value.

C. KCON Lab Request Tab

If a KCON Lab request is needed, select Yes and enter all information on the KCON Lab request tab.



The screenshot shows the 'Event Request' form with the 'KCON Lab' tab selected. The form has tabs for 'Faculty', 'Course', 'CHP Lab', 'KCON Lab', 'Patient Simulators', and 'Standardized Patient'. Below the tabs is a dropdown menu labeled 'Do you need to submit a request adding KCON Labs?' with the option '--Select options'. A green 'Continue' button is at the bottom left.



The screenshot shows the 'Event Request' form with the 'KCON Lab' tab selected. The form has tabs for 'Faculty', 'Course', 'CHP Lab', 'KCON Lab', 'Patient Simulators', and 'Standardized Patient'. Below the tabs is a dropdown menu labeled 'Do you need to submit a request adding KCON Labs?' with the option 'Yes'. Below this is a section for 'Section/Group Number/Letter' with fields for 'Section/Group Number/Letter', 'Number of Students', 'Start Time', 'End Time', and 'Week'. There is also a 'Day(s) of the Week' section with checkboxes for Monday through Sunday. A 'Lab Topic(s)' section has a text input field and a green '+ Add' button.

1. Enter the following information
 - i. **Section/Group Number/Letter**
 - ii. **Number of Students** – if unknown enter NA
 - iii. **Start Time**
 - iv. **End Time**
 - v. **Week**
 - vi. **Day(s) of the Week**
 - vii. **Lab Topic(s)** – select **Lab Topic(s)** click **Add Topic**. Multiple **Lab Topic(s)** can be added.
 - Click **Add** after entering **Lab Topic(s)**. Multiple entries can be entered.
3. Attach or copy and paste **Schedule of Lab Dates/Topics**, optional. Multiple files can be added.
4. If audiovisual support is needed for the KCON lab enter **Audiovisual Information** – only enter if needed for the KCON lab
 - i. **Streaming** – Yes or No
 - ii. **Recorded** – if Yes, identify all faculty who will need access to recordings
 - iii. **Faculty Viewing Stations** – select number of stations needed
 - iv. **Student Viewing Stations** – select number of stations needed
5. Click **Continue**.

D. Patient Simulators Request Tab

If a Patient Simulator request is needed, select Yes and enter all information on the Patient Simulator request tab.

Event Request

Faculty Course CHP Lab KCON Lab Patient Simulators Standardized Patient

Do you need to submit a request adding Patient Simulators (manikins)?

Yes

Section/Group Number/Letter

Section/Group Number/Letter * Number of Students * Date * Start Time * End Time *

No date selected + Add

Delivery Method * -- Select Option

1. Enter the following information:
 - i. **Section/Group Number/Letter**
 - ii. **Number of Students** – if unknown enter NA
 - iii. **Date**
 - iv. **Start Time**
 - v. **End Time**
 - Click **Add** after entering **End Time**. Multiple entries can be entered.
2. Select **Delivery Method**:
 - i. **High Fidelity Remote Simulation**
 - ii. **In-Person**
 - iii. **Remote**
 - iv. **Student Directed Remote Simulation**
3. Select **Sim Name** from the dropdown menu – if not listed, select **Not Listed** at the bottom of the list and enter the **Sim Name**. Click **Add**. Multiple **Sim Names** can be added.
4. **Student Participant Location** – on-campus, remote.
5. **SP Family Member** requested – Yes or No.
6. **Tabletop Planning Meeting** requested – Yes or No.
7. **Landing Space** requested – Yes or No.
8. **Prebrief Room(s)** requested – select the number needed.
9. **Debrief Room(s)** requested – select the number needed.
10. If audiovisual support is needed for the Patient Simulator event enter **Audiovisual Information** – only enter if needed for the Patient Simulator request:
 - i. **Streaming** – Yes or No
 - ii. **Recorded** – if Yes, identify all faculty who will need access to recordings
 - iii. **Faculty Viewing Stations** – select number of stations needed
 - iv. **Student Viewing Stations** – select number of stations needed
11. Click **Continue**.

E. Standardized Patient Request Tab

If a Standardized Patient request is needed, select Yes and enter all information on the Standardized Patient request tab.

The screenshot shows the 'Event Request' form with the 'Standardized Patient' tab selected. At the top, there are navigation tabs: Faculty, Course, CHP Lab, KCON Lab, Patient Simulators, and Standardized Patient. Below the tabs is a dropdown menu asking 'Do you need to submit a request adding Standardized Patients?' with 'Yes' selected. The main form area is titled 'Section/Group' and contains a table with the following headers: 'Section(s)/Group(s) *', 'Number of Students *', 'Date *', 'Start Time *', and 'End Time *'. The 'Date' field shows a calendar icon and the text 'No date selected'. A green '+ Add' button is located at the bottom right of the table.

1. Enter the following information:
 - i. **Section(s)/Group(s)**
 - ii. **Number of Students** – if unknown enter NA
 - iii. **Date**
 - iv. **Start Time**
 - v. **End Time**
 - Click **Add** after entering **End Time**. Multiple entries can be entered.
2. **Have you met with the SP Program Coordinator?** – if No, please email bakersha@gvsu.edu.
3. Select **Delivery Method**:
 - i. **High Fidelity Remote Simulation**
 - ii. **In-Person**
 - iii. **Remote**
 - iv. **Student Directed Remote Simulation**
4. Attach **Additional Dates/Topics**, optional. Multiple files can be added.
5. Select **Level of Learners**:
 - i. **Novice**
 - ii. **Intermediate**
 - iii. **Advanced**
 - iv. **Mix of Levels**
6. **SP Feedback** requested – if Yes select type of feedback:
 - i. **Verbal**
 - ii. **Written** – attach **Feedback Form**
 - iii. **Both** – attach **Feedback Form**
7. **Cases/Scenarios** – select from the dropdown list:
 - i. **Attached** – attach **Cases/Scenarios Document**
 - ii. **Already on file** – click **Add Case**, click **Add** the case(s) for event
 - iii. **No case for this event**
 - iv. **New case – in progress**
8. **Student Participant Location** – on-campus, remote.
9. **SP Participant Location** – on-campus, remote.
10. **Prebrief Time and Location**.
 - a. **Who will lead?** – Faculty/Simulation Staff
 - b. **Location** – on-campus, remote

11. **Debrief Time and Location.**
 - a. **Who will lead?** – Faculty/Simulation Staff
 - b. **Location** – on-campus, remote
12. **Tabletop Planning Meeting** requested – Yes or No.
13. **SP(s) under 18** requested – if Yes, read through the Pediatric SP Policy, then check the box to confirm you have read and agree to the Pediatric SP Policy.
14. If audiovisual support is needed for the Standardized Patient event enter **Audiovisual Information** – only enter if needed for the Standardized Patient event:
 - i. **Streaming – Yes or No**
 - ii. **Recorded** – if Yes, identify all faculty who will need access to recordings
 - iii. **Faculty Viewing Stations** – select number of stations needed
 - iv. **Student Viewing Stations** – select number of stations needed
15. Click **Save**.

III. Request History

A. Access Submitted Requests

1. View requests and their status.

The screenshot shows a web interface for 'Request History'. At the top, there are links for 'Home' and 'Request History', and a user profile for 'Kelly Klerk' with a 'Logout' button. Below the header is a search bar with a 'Search' button. A table with columns 'Request', 'Course', 'Semester', 'Faculty', 'Status', and 'Action' is shown, but it contains the message 'No records found.' Below the table is a pagination control showing '1' of 1 pages. The footer of the page reads '© Grand Valley State University'.

IV. Delivery Method

A. Simulation Modalities

1. Based on learning objectives and lab/event requirements, select the modality that fits best.

The screenshot shows a page titled 'SIMULATION MODALITIES' with six options arranged in a 3x2 grid. Each option has an icon, a title, and a brief description.

Icon	Modality	Description
	IN-PERSON	Allows for hands-on simulation.
	HFRS	Allows students to interact remotely with high fidelity manikin capabilities.
	REMOTE	Students can connect with standardized patients using SimIQ Telemedicine.
	SDRS	Students direct the simulation remotely using pre-recorded videos, images, and audio.
	HYBRID	Combination of standardized patient and manikin-based scenarios.
	IDEAS	New ways to make simulations fit the learning objectives.

- **In-Person** – Hands on events with both faculty and students on-campus.
 - **HFRS** – Students, faculty, and voicers interact remotely with high fidelity manikins with members of the simulation team working as acting nurses/healthcare providers in the exam room. As students nurse out loud the acting nurse acts out the motions. Streamed using a Zoom-type platform. Vitals, images, audio can be streamed. Secure and recorded.
 - **Remote** – Students, faculty, and standardized patients are remote. Students and faculty can interact on-campus with standardized patients remotely, as well.
 - **SDRS** – Students and faculty interact remotely directing the simulation using pre-recorded videos, images, and audio.
2. If unsure which modality to select, chose one that fits closest to the need and explain in the **Comment** section at the bottom of the request page. A member of the simulation team will work with the lab/event coordinator to ensure the needs are met.
 3. The **Delivery Methods** on the request are the commonly used methods in the GVSU Simulation Center. There is always room to adapt to new methods. Contact the sim team to discuss options and capabilities.