

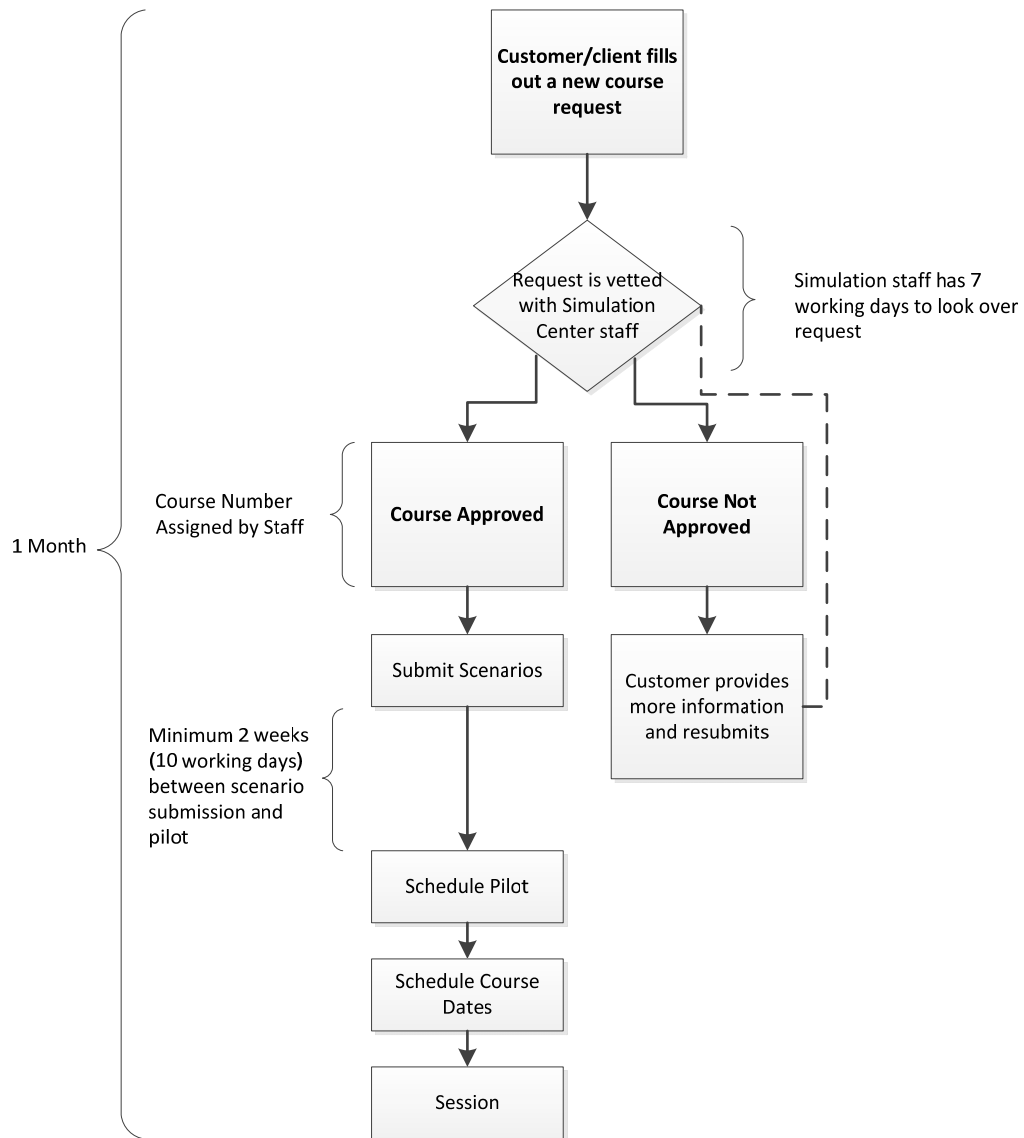
UC Irvine School of Medicine

Medical Education Simulation Center

PROCEDURES
QUICK REFERENCE
2015-2016

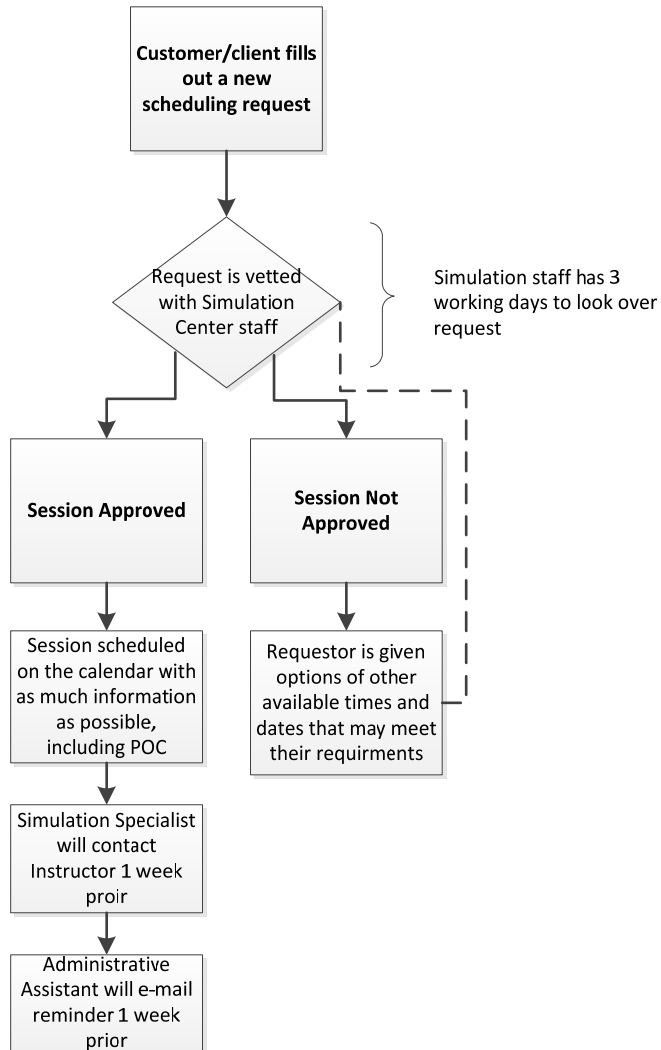
A7.1, New Course

The Medical Education Simulation Center strives to provide exemplary customer service and support new courses for its clients and stakeholders. This new course development procedure is designed to provide the clients and stakeholders all the necessary information that is required to develop a new course for implementation at the Medical Education Simulation Center.

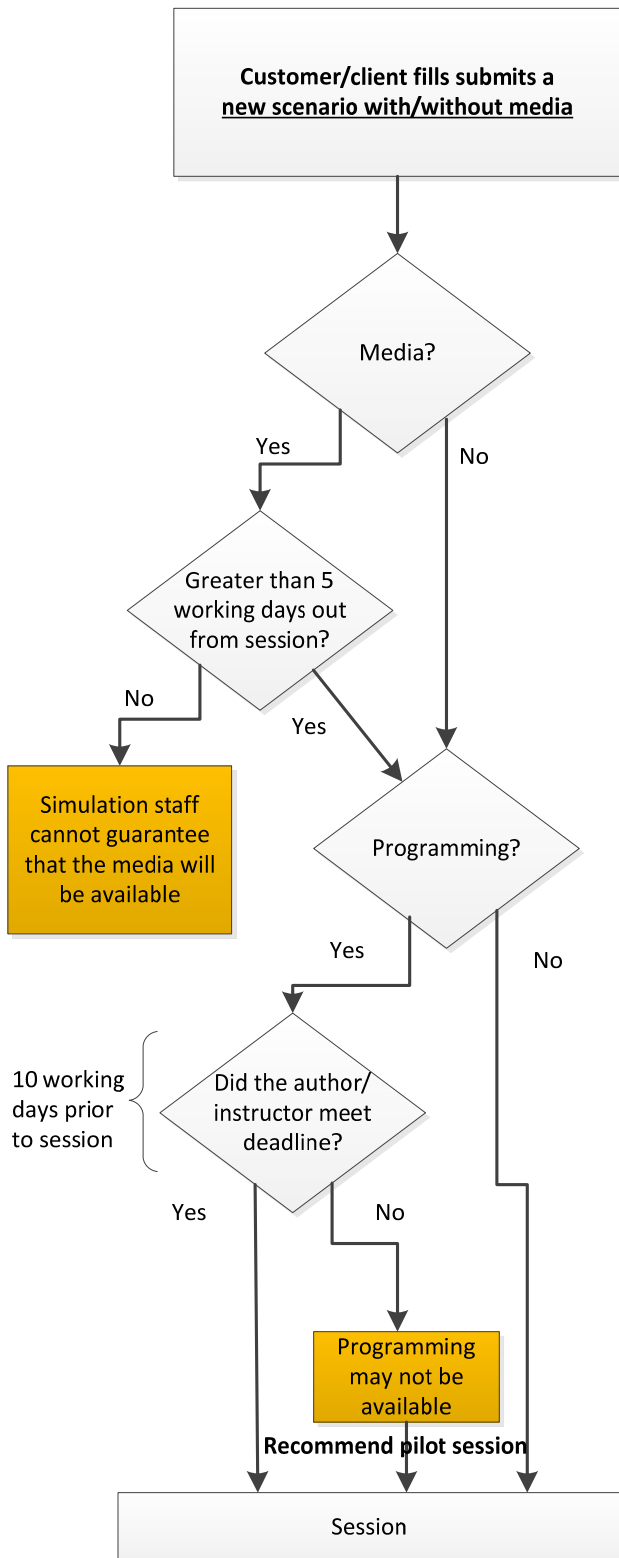


A7.2, Scheduling Sessions

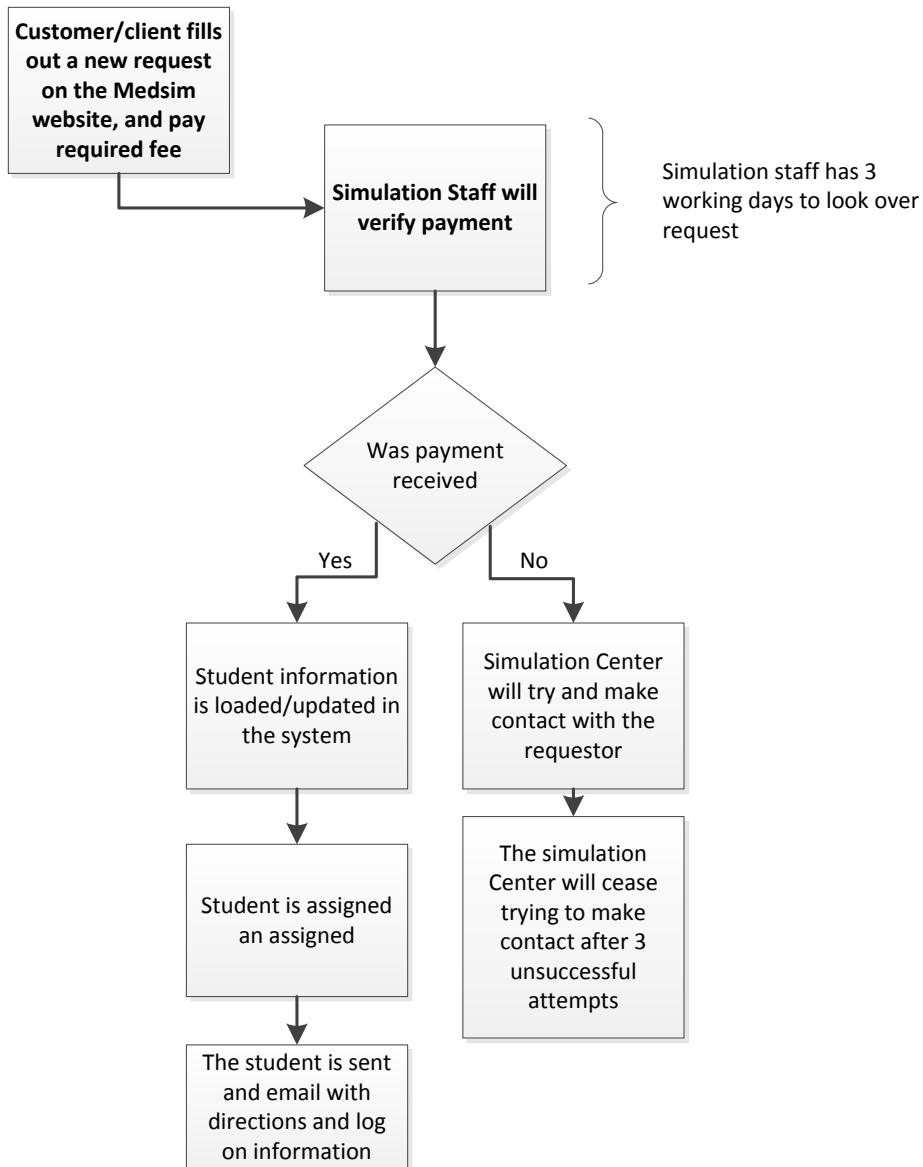
Scheduling of sessions is initiated by the web form located at www.medsim.uci.edu. In rare instances will session requests be taken in person or over the phone.



A7.3, New Scenario (Existing Course)

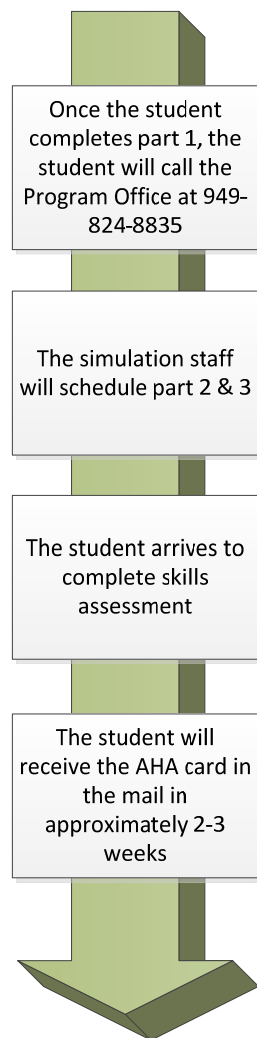


A7.4 HeartCode © Signup



Once the student accesses the course, the license is used, there will be no refund

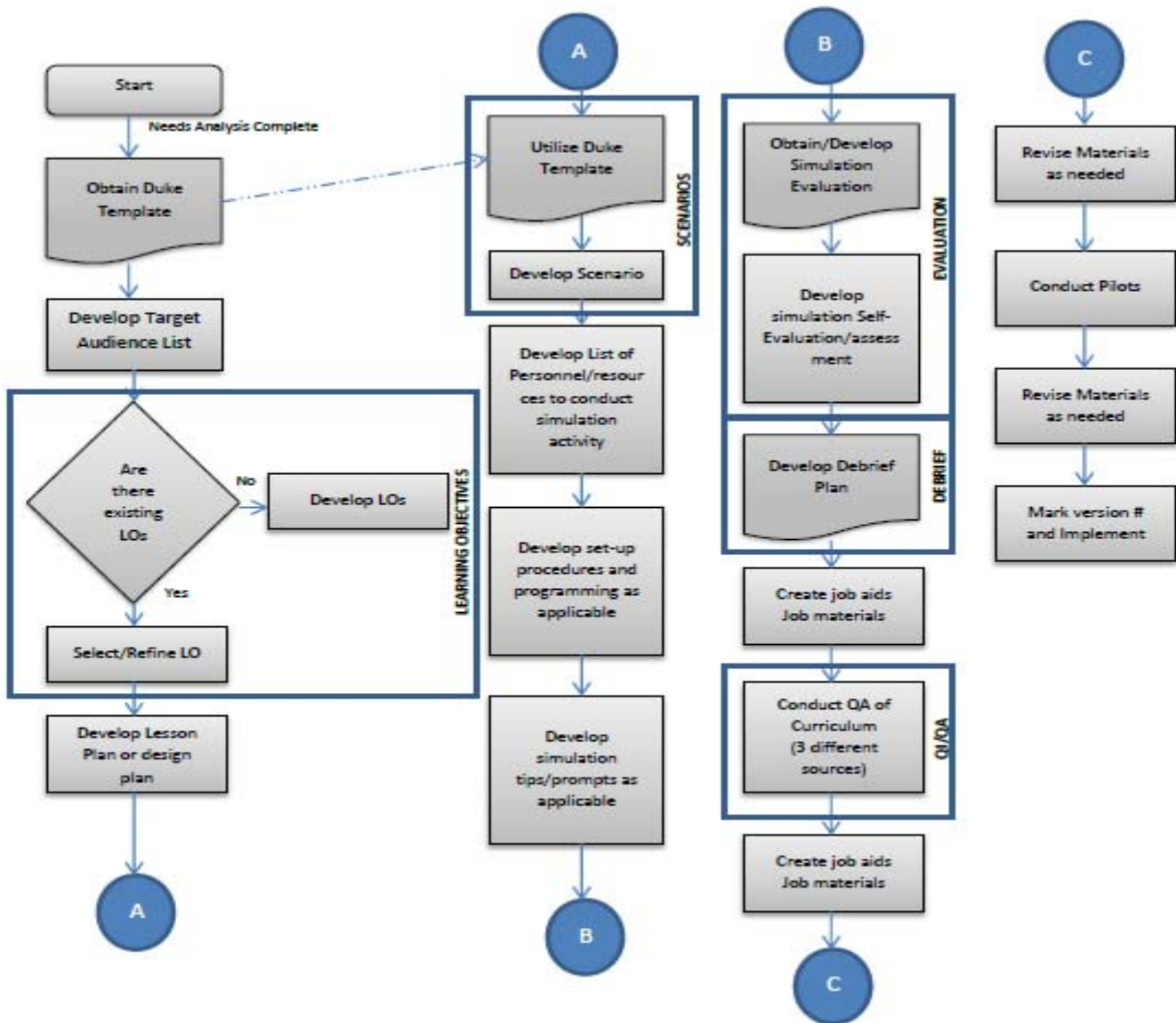
A7.5, Scheduling HeartCode Skills, Part 2 & 3 (BLS and ACLS)



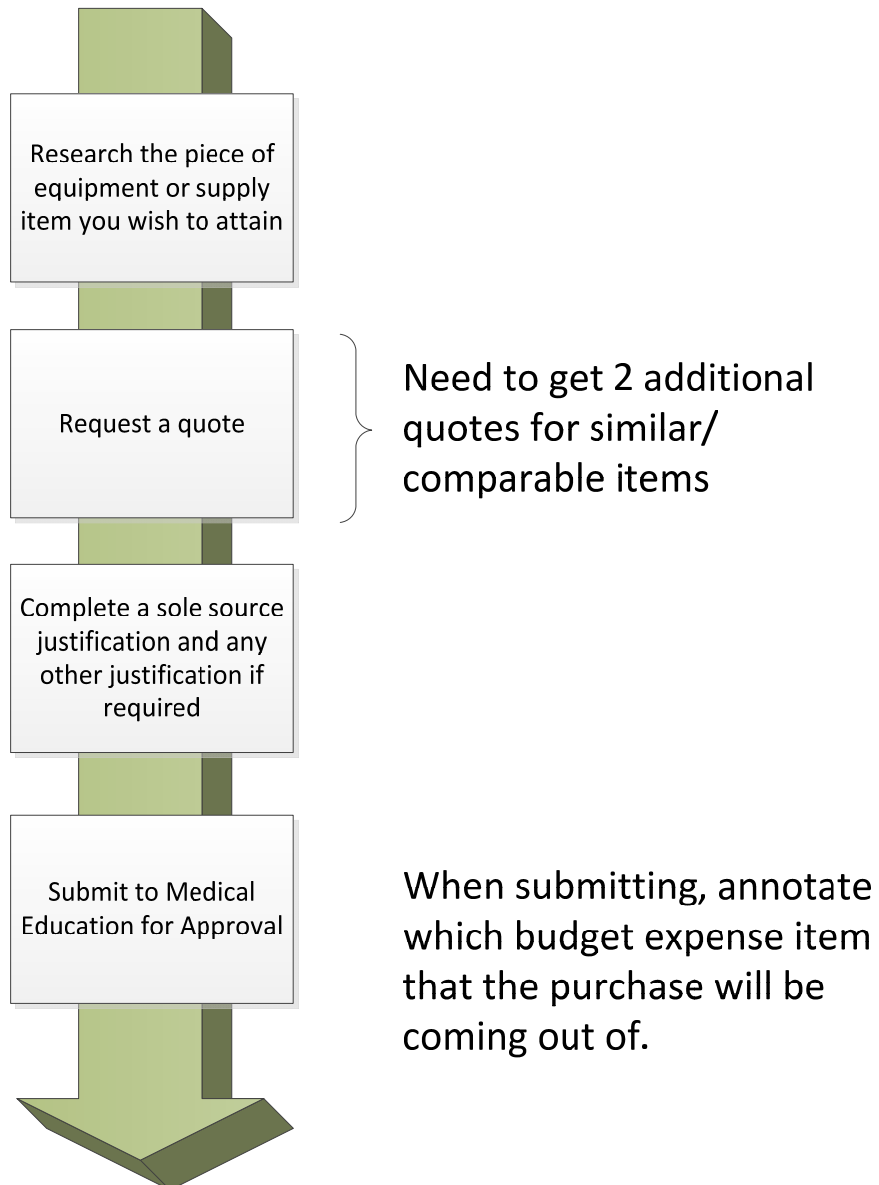
Per AHA Program Administration Manual, the center has 20 business days post-finishing the course to get the card to the individual.

No card will be given the day of class

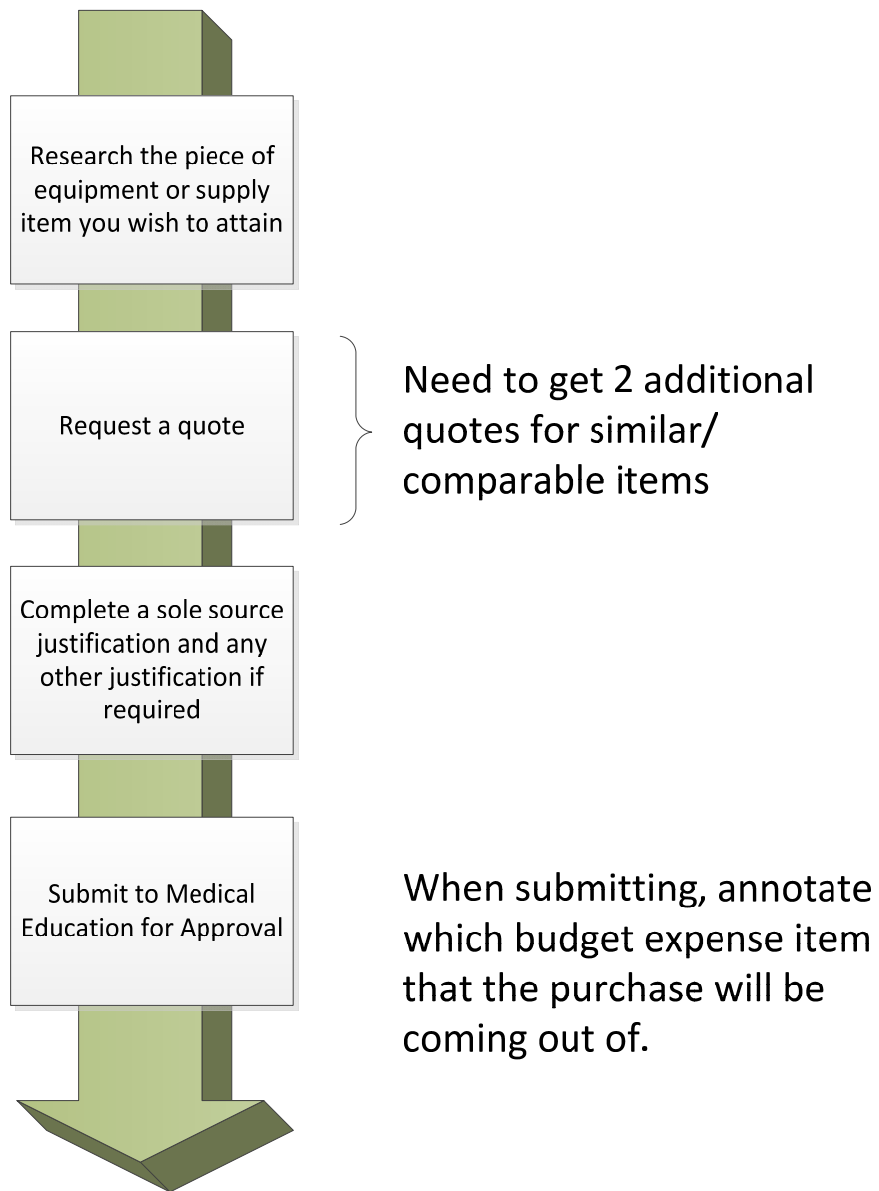
A7.9, Curriculum Development Process



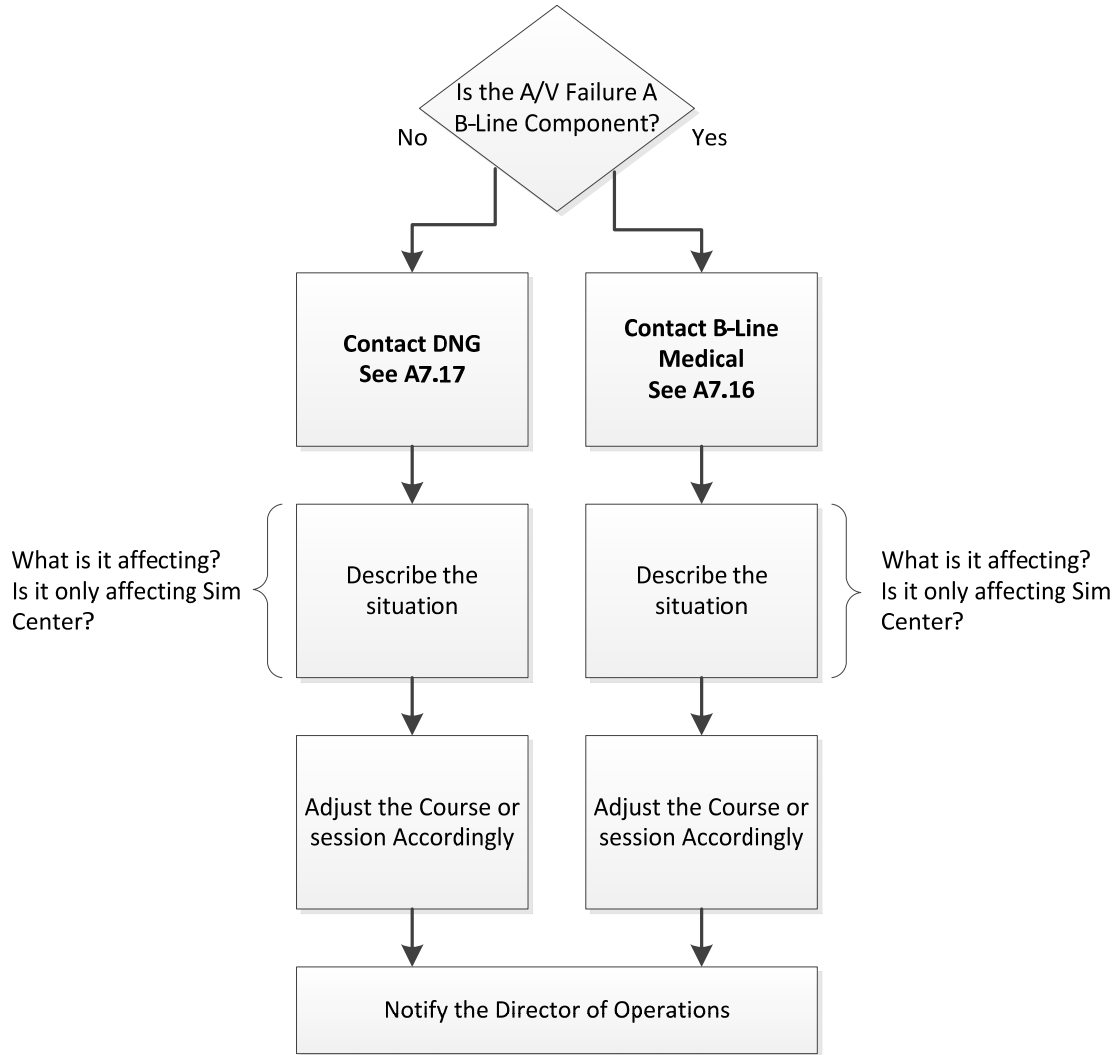
A7.13, Purchasing of Equipment and Supplies



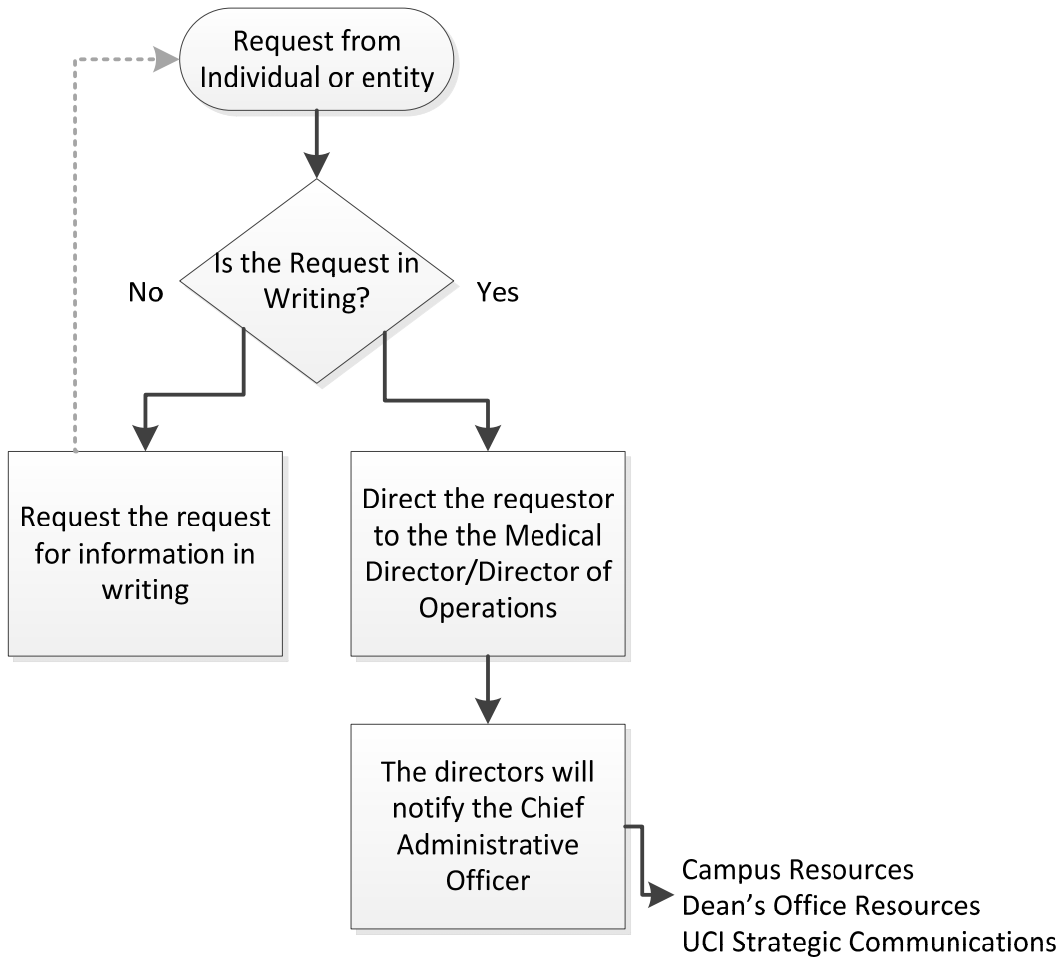
A7.14 Financial Requests



A7.16 A/V Failure Contact Procedure



A7.19 Media Relations and Information Request



A7.20 Covered Expenses - Submitting Travel Information after Trip

