



## CLRC BOOKING AND PRIORITIZATION POLICY

### Background

This policy is in alignment with the University of Saskatchewan (USask) Booking Policy and has been developed to support requests for space, services, and/or equipment provided by (or in collaboration with) the Clinical Learning Resource Centre (CLRC).

This document outlines the deadlines and guidelines applicable to internal and external booking requests and provides the room capacities of commonly requested spaces.

### CLRC booking request deadlines

Requests for course bookings requiring CLRC space and equipment are due at the following points throughout the academic year:

- **Fall term:** March 15
- **Winter term:** Sept. 15
- **Summer term:** Feb. 15

### Prioritization listing for requested space and equipment

Requests to reserve space and equipment through the CLRC (including cases where a conflict for requested space and/or equipment occurs) will be prioritized according to the order in which they are listed below.

- 1) Undergraduate Medical Education (UGME) events
  - a. All courses that have regularly scheduled days and a university assigned course number will be booked first.
    - i. All Objective Structured Clinical Examinations (OSCEs) and pilots related to these courses **must** be included in the booking request.
  - b. All small group and “one-off” events that are needed to graduate or be promoted in a program will be booked second.
    - i. This includes postgraduate programs.
- 2) Contracted professional licensing exams
- 3) Student practice and/or CLRC Learner Practice Program events
- 4) Student interest groups
  - a. Booking requests from ratified student groups need to be accompanied by a letter of support from the appropriate associate dean, dean, or executive director.
    - i. The letter of support must state that the event is sanctioned by the college/school and that a sponsor/supervisor will be attending the event.
  - b. The college/school sanctioning the event assumes all responsibility for any costs or complaints arising from the event.

- 5) Internal USask groups
  - a. Summer Camp Programs
- 6) Groups/users external to the university
  - a. Continuing Education
    - i. All health science programs
  - b. Saskatchewan International Physician Practice Assessment (SIPPA) program
  - c. Shock Trauma Air Rescue Service (STARS)
  - d. Saskatchewan Health Authority (SHA)

## Booking procedures

### *University of Saskatchewan clients/events*

- 1) Requests for space from internal clients must be through the CLRC Space Booking Form located on the CLRC website before being considered.
  - a. All requests will be reviewed for approval by the scheduling specialist and CLRC managers, under the supervision of the director of clinical learning services.
  - b. All *new* event requests must be reviewed by the director of clinical learning services and the finance officer before they will be considered or approved.
- 2) All space requests must include a course curriculum plan before being tentatively booked.
  - a. Bookings will be considered tentative until the client has had a consultation with the project lead or, in some cases, the CLRC manager.
  - b. The requested space and equipment must be reviewed and agreed upon by both parties (the CLRC and the client).
- 3) Once space and equipment details are finalized, a confirmation email will be sent to clients stating the approval status of the request.

### *External clients/events*

- 1) All external clients must book their events through University of Saskatchewan Event Registration Services located at <https://conferences.usask.ca>.
- 2) Event Registration Services will contact the CLRC to help coordinate the request(s).

## Important information

- The CLRC will only book space within the CLRC. All clients will be required to book any space(s) outside of the CLRC. The exception to this rule is debriefing space for simulations will be booked by the CLRC scheduler.
- Bookings on weekends and holidays may involve custodial fees. An account number may be required before confirmation of space will be provided.
  - If a custodial estimate is required, please contact USask Facilities at <https://www.usask.ca/facilities.php>.

- An additional charge may be levied against the client whenever damages or unusual wear and tear result from the requested activity.
- Allocation of campus facilities for commercial purposes or private businesses is only permitted with the approval of the Vice-President Finance and Resources or a designate in corporate administration.
  - The CLRC is considered a designate.
- For use of any university space by an external group, a request must be submitted to USask Event Registration Services even if a faculty or staff member belongs to the group.
  - An insurance certificate will be required (submitted to the USask Event Registration Service)
  - Service fees will apply for the use of the space.
- All space allocation will follow the USask central booking policies.

### Available space/room capacity

#### 1) Clinical assessment area

- a. 23 Clinic Rooms (capacity of 6 in each room)
- b. Control Room (capacity of 6)

#### 2) Reception area (capacity of 26)

#### 3) Simulation suites

- a. The two-bay room (capacity of 9)
- b. 2 small rooms (capacity of 6 in each)
- c. Debriefing room (capacity of 12)

#### 4) Clinical procedure area

- a. 3 eight-bed procedure rooms (capacity of 28 in each)
- b. Four-bed procedure room (capacity of 10)