



Office of Interdisciplinary Medical Education (OIME)
Clinical Learning and Simulation Skills (CLASS) Center

Phone: (202) 994-2664 Fax: (202) 994-0328

Reservation/Resource Request Form

Date: _____

Requestor: Name: _____ Dept: _____
Work phone: _____ Cell phone: _____
Email: _____ Pager: _____
Fax: _____

Event: _____

GWU Affiliation: ___SOM ___GME ___NP ___PA ___CME ___SOPH
 ___GWHosp. ___EMS ___Sonography Other: _____

Patrons: ___Residents ___NP ___PA ___PT ___Med students Other _____

Date/s requested: _____

Time/s requested: _____

of students/faculty: _____

Space requested: ___Conference Room (available: 2) Conf Room A (6220); Conf Room B (6219)
 ___Training Room (6198) ___Observation Room (6218)
 ___Exam Rooms (available: 12) ___Indicate # of exam rooms needed
 ___Simulation Skills Center (6196) ___Surgical suite & monitor room

Simulator needs: ___ SimMan ___ Harvey ___ FetalSim Other: _____

of SP's needed: _____ **# of Cases:** _____

Cases: _____

Computer needs: Case Checklist ___ Yes ___ No

Recording needs: ___A-V (Digital) ___A-V (VHS) ___DVDs
(for recording needs please bring your own tapes & DVDs)

Are you requesting technical assistance? ___ Yes ___ No

Are you requesting a change in hardware/software? ___ Yes ___ No

If so, provide a detailed description:

Approval(s):

___ Karen Lewis, PhD ___ Jim Blatt, MD ___ Claudia Ranniger, MD, PhD

CLASS Center Policies

- Requests for use of rooms and potential tours within the CLASS Center must be submitted in advance to Karen Lewis, Director of the CLASS Center (minimum: 24 hours).
- Be sure to keep your personal belongings with you at all times.
- If you must rearrange the room for a project, be sure to return the equipment and supplies to the original order.
- Food/beverages are not allowed within the clinical rooms or observation room.
- In order to keep the CLASS Center presentable at all times, be sure to dispose of your trash before you leave and place used linen within the hamper in the training room.
- We welcome your feedback. Be sure to contact us if you have questions or concerns.

Standardized Patient (SP) Projects

- SPs are available between the hours of 8:00 a.m and 6:00 p.m., Monday-Friday
- SPs are paid for a minimum of 4 hours – therefore the SP/learner encounters should last a minimum of 4 hours (including a 1-hour SP preparation session), or programs will be responsible for the additional cost.
- Cases must be selected/written no later than one month prior to the first day of the SP project, or the project is subject to cancellation.
- When recording, the list of students must be provided to the SP Educator at least 1 month before the first day of the SP Project. If you want to record students who are not already in the system, complete the B-Line Excel template for batch uploading. Note: It is not necessary to complete the entire form. We only need the first name, last name, and GWID (school ID) found on the user upload tab to make it work. One of the SP Educators can send the file to you.
- If you need to cancel an SP Project, the cancellation should be submitted in writing to Karen Lewis, Director of the Center, at least 48 business hours (Monday-Friday) before the first day of the project. Departments who do not give a 48-hour notice will be charged for the SP time (# of SP x # of hours booked x SP rate of pay) and any equipment/supply costs

- Outside clients will need to contract with the Center for SP Projects. Outside clients should request time within the Center for SP projects at least 2 months in advance in order to allow adequate time to create and confirm the contract. To discuss possible dates and project needs, contact Karen Lewis at 202/994-1071.

Simulation Center

- Simulators and models may be reserved only by persons who have been trained to use them. Claudia Ranniger, Director of the Simulation Center, is available to provide training as needed. Please contact her, <mailto:msdcu@gwumc.edu>, if you need training at least two weeks prior to your event.
- Training in the use of defibrillation/cardioversion or electrical pacing should be conducted only by ACLS trained physicians, at the discretion of Dr. Ranniger. The lowest possible energy levels should always be used.