

Simulation Vendor Policy

Purpose: This policy describes the process for scheduling outside vendors related to simulation and lab equipment. Other vendors needing to use lab space can utilize the *Simulation Center Comprehensive Use Request Form*.

Policy: Outside vendors or presenters will be vetted by the Simulation Specialist to ensure that the presentation is consistent with the mission and vision. This policy does not apply to vendors visiting for scheduled maintenance or training related to previously purchased equipment.

Procedure:

- Any outside presenter or vendor wishing to come to campus should contact the Simulation Specialist or Clinical Laboratory Assistant at Simulation@ccga.edu. Faculty or staff working with outside vendors can contact the Simulation Specialist on their behalf. Requests should be submitted via email at least two weeks in advance and should include purpose of the visit, duration, and preferred date(s) and time(s)
- The Simulation Specialist will review the request and communicate approval or denial with the vendor. Note that approval does not indicate intention to purchase.
- Faculty will be informed of approved vendor visits with an email invite.