Event Request Form
Clinical Evaluation Center
The West Virginia School of Osteopathic Medicine

Please print:

<table>
<thead>
<tr>
<th>Today's Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact (Name, Email, Phone):</td>
</tr>
<tr>
<td>Secondary Contact (Name, Email, Phone):</td>
</tr>
<tr>
<td>Start Date:</td>
</tr>
<tr>
<td>Event Start Time and Duration:</td>
</tr>
<tr>
<td>Set-up Date and Time:</td>
</tr>
<tr>
<td>Frequency:</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>Clinical Evaluation Center (on-site):</td>
</tr>
<tr>
<td>Off Campus:</td>
</tr>
<tr>
<td>Notes:</td>
</tr>
</tbody>
</table>

For faculty outside of WVSOM, please submit a current CV for each faculty member participating.

<table>
<thead>
<tr>
<th>Type of Learner</th>
<th>Year of Study (circle)</th>
<th>Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Student</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1 2 3 4</td>
<td></td>
</tr>
</tbody>
</table>

Is any part of this training a research project? (You will need to supply a copy of your institute’s IRB approval.)

General Summary:

Learning Objectives (What do you expect learners to get out of this experience?):

Assessment Tools (i.e. check-off list, questionnaire, etc.):
Please check all that apply

Rooms: (indicate # of rooms)

☐ Training ______ (6 available)
☐ Exam ______ (24 available)
☐ Classrooms ______ (3 available)
☐ Orientation/ Debriefing ______ (8 available)
☐ Task Trainer Room (1 available)

Grand Hall (1-4)

☐ ALL
☐ 1
☐ 2
☐ 3
☐ 4

Please note this can be utilized as 1 large room or divided to suit your needs. If you are requesting more than one room would you like the divider open____ or closed____?

Please list the hours you will need the Grand Hall doors open: __________________________________

*Typical setup for the grand hall will be round tables with 7 chairs. If you need a different set up please describe below.

Description of Setup:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

*When reserving the Grand Hall the requestor will be responsible for clearly listing all set-up needs in the designated area above and for placing any necessary work orders for Media Services.*

Case Requirements:

☐ Standardized (Live) Patients (SPs) Number needed ________
☐ EHR

Task Trainers:

☐ Airway Management Trainer
☐ Arterial Puncture Wrist
☐ Arthrocentesis Knee Model
☐ Birthing Simulator PROMPT (standard)
☐ BP Sim
☐ Breast Self-Examination Model
☐ Breast Strap on Models
☐ Central Line Trainer
☐ Central Line Man
☐ Central Venous Cannulation System
☐ Chest Tube Manikin
☐ Chester Chest Model 2400
☐ Colonoscopy Training Model
☐ Cricothyrotomy Simulator
☐ CPR-ACTAR 911 Heads
☐ CPR-Baby Anne Trainers
☐ Dorsogluteal IM Injection Models
☐ Ear Examination Simulator
☐ Ear Diagnostic Trainer
☐ Elbow for Joint Injection
☐ Family Planning Educator
☐ Fetal Demise Models
☐ Foot & Ankle for Joint Injection
☐ Hand & Wrist for Joint Injection
☐ In growing Toenail Trainee Kit
☐ Injection Arm (advanced)
☐ Intradermal Injection Simulator
☐ IV Demonstration Arm (Disposable)
☐ IUD Insertion Model Units
☐ Knee for Aspiration MK 2
☐ Lumbar Puncture Simulator II (Adult)
☐ Lumbar Puncture Simulator (Pediatric)
☐ Male Multi-Venous Access Arm Kit
☐ Male Multi-Venous IV Training Arm Kit
☐ NG Tube and Trach Care Trainer
☐ OtoSim w/Pneumatic Otoscopy Trainer
☐ Pat Pressure Ulcer Model
☐ Pediatric Multi-Venous IV Arm Kit
☐ Pelvic Teaching Model
☐ Prostate Examination Simulator
☐ Rectal Examination Trainer
☐ Seymour Butts Wound Care Model
☐ Shoulder for Joint Injection
☐ Sigmoidoscopic Examination Simulator
☐ SimSeize
☐ SonoSim
☐ Catheterization Trainer (Advanced)
☐ Suture Practice Arm
☐ Testicular Model
☐ Trauma Man System
☐ Ultrasound Vascular Access Trainer
Simulators:

- Laerdal Vita-Sim Adult (medium fidelity-quality heart & lung sounds- 2 available)
- Laerdal Vita-Sim Pediatric (medium fidelity-quality heart & lung sounds 2 available)
- Newborn (interactive with pulses & respirations)
- Laerdal Adult 3-G (high fidelity w/automated drug recognition system- 3 available)
- CAE (METI) ECS (high fidelity- 2 available)
- CAE (METI) ECS Pediatric (high fidelity IO site)
- CAE METI Man (wireless bilateral IV sites- 2 available)
- CAE Lucina (birthing simulator)
- METI I-Stan (bilateral IV sites, sterna, and tibial IO sites)
- Harvey (Cardiopulmonary Trainer)
- Noelle (Birthing simulator)
- Caesar (Trauma Patient Simulator)
- Guamard Baby Hal (1 year old pediatric simulator- 2 available)
- Guamard Baby Hal (Newborn Simulator)

Additional Resources:

- Administrative Staff Support
- Audio-Visual Staff Support
- Video Recording of Event
- Live Observation by Faculty
- Live Feedback Faculty ➔ Learners
- Immediate Feedback SPs ➔ Learners
- Immediate Student Review
- Debriefing
- DVD Screening
- Moulage for Standardized Patients/Simulators
- Specific Software/Computer Requirements; please list:
- Other (medical instruments, supplies, consumables, etc.), please list:

Please email completed form to:
CEC Operations Manager
CEC@osteowvsom.edu
WVSOM CEC
P: 304.647.6415
F: 304.793.6815
Received in CEC __________