Thank you for your interest in the MCC-Penn Valley Virtual Hospital. MCC takes pride in providing quality learning resources for all students. Please read carefully each step and note the different “open” scheduling dates according to your program. We will be honoring schedule requests in the order they are received. The requests will be submitted electronically and will therefore be date and time stamped. The scheduling process may take up to two weeks. Before final approval of the requested simulation date and time, a Simulation Educator will contact the according Instructor for scenario details.

A confirmation of “approval” or “resubmit” of the request submitted will be sent to the requestor.

**MCC- Penn Valley Virtual Hospital scheduling checklist:**

1) **Review Virtual Hospital Policies on web site**

2) **Scheduling dates:**
   - Please contact the Virtual Hospital staff with current dates available for scheduling:
     virtual.hospital@mcckc.edu

3) **Virtual Hospital Calendar.** The Virtual Hospital calendar can be viewed when selecting the “Reservation Request Form” link. The calendar is color-coded as follows: Green-available, Red-reserved. The first page provides a graphic overview of available timeslots.

4) **Reservation Request Form.** Complete the form online. For each month, you can complete one form for all dates in which you will be doing the same scenario. Complete a separate reservation for each month or different scenario. For detailed instructions on how to schedule, select: “3. Scheduling process for MCC Penn Valley Nursing and Allied Health Programs” or, “4. Scheduling process for External schools”.

5) **Submit the Reservation Request Form.** Schedule requests will only be accepted on the Reservation Request Form.
   - Upon confirmation of the dates, the Simulation Educator will notify the Program Specialist to reserve the rooms and send a confirmation to the requestor.
   - A Simulation Educator will be assigned to the requested simulation for appropriate planning.

6) **Cancellations.** In the event an instructor needs to cancel a simulation, a Cancellation request is available on the web site. In order to assure the Virtual Hospital is able to accommodate everyone’s request, it is very important that faculty take responsibility for timely and accurate cancellation of any scheduled dates that will not be used. Following the deadline for scheduling requests the Virtual Hospital Program Specialist will send each requesting faculty a list of dates requested. It will be the responsibility of the faculty to review this schedule and make any corrections in a timely manner.