

Northwestern Simulation Tour Policy

*****Absolutely no photography or videography without expressed written approval from Northwestern University Feinberg School of Medicine *prior to the tour.* *****

Northwestern University Faculty

Individual and small group self-guided tours of Northwestern Simulation are available to active faculty users* of Northwestern Simulation. All requests for tour access must be placed at least one week prior to the proposed tour date, and should include tour objectives, participants' full names, and whether the participants are medical or academic partners with Northwestern University, Northwestern Medicine, or an affiliate hospital. Participants of the tour must have a visible Northwestern Medicine, Wildcard, or affiliate ID badge or a visitor pass obtained from security personnel. On the day of the tour, the faculty guide must confirm access to the requested spaces. There is no guarantee that all spaces will be available for viewing, even if the tour was scheduled in advance. All participants of the tour are required to sign a visitor log and disclosure form at the front desk of Northwestern Simulation prior to beginning the tour. A maximum of 10 persons per tour is allowed. The faculty tour guide and all participants are asked to keep conversation to a minimum and to respect all restrictions voiced by simulation staff when educational and research events are in session. Please contact us at simulation@northwestern.edu to request access for a Self-guided Faculty Tour.

*An active user is a NU faculty member who has directed or actively participated in at least two simulation-based educational activities in Northwestern Simulation in the last 12 months.

Active faculty users of NU Simulation are prohibited from including healthcare industry representatives on self-guided tours of the facility. Instructions for healthcare industry representative tours are the same as corporate tours (see below *Corporate Tours*).

New faculty users of Northwestern Simulation who are seeking additional information about using our facility for research or educational events are encouraged to schedule an introductory tour. The tour will include information about the broad spectrum of simulation capabilities in our laboratory and guidelines for initiating simulation-based educational and research projects. Core faculty members of Northwestern Simulation/Department of Medical Education provide all introductory tours. Please contact us at simulation@northwestern.edu to request an Introduction to Simulation Tour.

Northwestern University Student/Resident Physician Tours

Individual and small group self-guided tours of Northwestern Simulation are available to active student/resident physician users of Northwestern Simulation. All requests for tour access must be placed at least one week prior to the proposed tour date, and should include tour objectives, participants' full names, and whether the participants are medical or academic partners with Northwestern University, Northwestern Medicine, or an affiliate hospital. Participants of the tour must have a visible Northwestern Medicine, Wildcard, or affiliate ID badge or a visitor pass obtained from security personnel. On the day of the tour, the faculty guide must confirm access to the requested spaces. There is no guarantee that all spaces will be available for viewing, even if the tour was scheduled in advance. All participants of the tour are required to sign a visitor log and disclosure form at the front desk of Northwestern Simulation prior to beginning the tour. The faculty tour guide and all participants are asked to keep conversation to a minimum and to respect all restrictions voiced by simulation staff when educational and research events are in session. Please contact us at simulation@northwestern.edu to request access for a Self-guided Faculty Tour.

*An active user is a student/resident physician who is an active participant in simulation-based educational activities in Northwestern Simulation.

Corporate Tours

Individual and small group guided tours of Northwestern Simulation are available for all existing and new corporate clients. The tour will include information about the broad spectrum of simulation capabilities in our laboratory, as well as detailed instructions for scheduling simulation-based events, including educational courses, human factor/usability testing, and other relevant corporate needs. All participants of the tour are required to sign a visitor log and disclosure form. Please contact us at simulation@northwestern.edu to request a Corporate Tour.

Northwestern Medicine and Affiliate Hospitals

Individual and small group guided tours of Northwestern Simulation are available on a limited basis. All requests for guided tours must be placed at least four weeks prior to the proposed tour date, and should include tour objectives, participants' full names, and whether the participants are medical or academic partners with Northwestern University, Northwestern Medicine, or an affiliate hospital. Participants of the tour must have a visible Northwestern, Northwestern Medicine, or Affiliate Hospital ID, or a visitor pass obtained from security personnel. There is no guarantee that all spaces will be available for viewing, even if the tour was scheduled in advance. All participants of the tour are required to sign a visitor log and disclosure form prior to beginning the tour. A maximum of 15 persons per tour is allowed. Please contact us at simulation@northwestern.edu to request access for a Guided Tour of Northwestern Simulation.

Northwestern Medicine or Affiliate Foundation Staff

Individual and small group guided tours of Northwestern Simulation are available. Please contact us at simulation@northwestern.edu to schedule a Foundation Tour.

Special Request Tours

Comprehensive presentations, staged simulations with no direct educational or research objectives, and other special tour requests are not routinely provided by Northwestern Simulation. If a specialized tour is requested, charges may apply. Please contact us at simulation@northwestern.edu for more information about Special Request Tours.

Photography and Videography during Tours

Photography and videography of *any* kind is expressly forbidden within Northwestern Simulation unless prior written approval has been obtained from Northwestern University Feinberg School of Medicine Office of Media Relations. Proof of written approval will be required prior to the tour. Northwestern Simulation reserves the right to deny approved photography and videography when sensitive material or protected intellectual property is in use.