Simulation Procedure

Simulation Coordinator (SC)	Simulation Technician (ST)	Faculty
Simulation Preparation-Before Simulation Date (Please refer to Blackboard Calendar for exact dates)		
Meet with faculty Determine Learning Objectives Scenarios re: learning objectives Schedule on Blackboard Create schedule for day (if needed) Identify roles for simulation Determine dates for events below	Gather supplies needed for scenario Set up manikin based on scenario Ensure manikin is operating properly Ensure computers are running properly Med dispense- meds in patient profile	Meet with SC Determine Learning Objectives Scenarios re: learning objectives Send scenario information to students Identify students groups/times Determine dates for events below
Dry Run of Simulation Scenario (Please refer to Blackboard Calendar for exact dates)		
Perform as student. Make changes as needed.	Run manikin- no A/V needed. Make changes as needed.	Observe simulation. Make changes as needed.
Simulation Day (Please refer to Blackboard Calendar for exact dates)		
Consent Forms Orientation to simulation lab SBAR report based upon scenario Run Laptop Varying roles- as needed for scenario. Follow schedule- keep on task/ time	Turn on all equipment needed Set up A/V in Sim lab & Debrief room Run Sim View/ cameras Varying roles- as needed for scenario.	Observe students in scenario Intervene as needed re: objectives Varying roles- as needed for scenario.
Simulation Day between groups/ scenarios		
Debrief students with faculty Evaluation Forms Repeat orientation on next group	Start scenario via Sim View in debrief Reset manikin and room Restock medications (if needed)	Debrief students with SC
End of last scenario for Simulation day		
Debrief last group Shut down equipment in debrief Evaluation Forms	Start scenario via Sim View in debrief Shut off all equipment in Sim lab Clean room & manikin thoroughly	Debrief last group
Additional duties may be required of the simulation coordinator, the simulation technician, and faculty. To be revised as needed.		

General Guidelines to ensure simulation is a success:

- Please schedule simulations with simulation coordinator at least 1 month prior to simulation date needed (preferably semester before).
- Check Blackboard calendar weekly for any changes.
- Adhere to schedule on Blackboard. Simulation is a priority. If absence from simulation is absolutely necessary, please consult with SC ASAP so preparations can be made.
- Teamwork and communication are essential for quality simulation education. If you have any issues or concerns please communicate them with the SC.
- Please refer to simulation policy and organizational chart.

WM 12/16/14