The purpose of this checklist is to serve as a reminder to the simulatoinists as well as the learners on what to expect during the simulation experience. This information should be covered each time a simulation is being performed similar to the airline industries pre-flight information.

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| **Discussion Points** | **Additional Information** | **Complete** |
| Applicable Pre-work | If Pre-work is required go over the pre-work with the learners |  |
| Simulation Center Expectations/Time line | Discuss what will happen, how long pre-brief, sim and debrief will be  Discuss the learning objectives for the experience |  |
| Acknowledge Physical Safety | Discuss safety of area, location of the exit doors, fire evacuation and any potential safety threats to learners |  |
| Review Psychological Safety of Learns | Let learners know you respect their psycological safety and if during the simulation they feel disturbed they should let the simulationist and faculty/instructors know |  |
| Review of fiction contract | Discuss the suspension of belief and how learners should try their best to treat the experience as if it is real- an extension of the clinical environment |  |
| Confidentiality | Discuss the consequences of HIPPA and FERPA violations (per organization policy) |  |
| Sign and Review Video/Photo Policy | Per organization policy |  |
| Role Assignment | Review the roles and what is expected of the roles in the simulation  Participants may have a badge with name and role visible to team |  |
| Review Safe Word (Consider) | A safe work is in the event of an unforeseen malfunction of simulation equipment- let learners know it is not something planned. Word should be something non related to simulation or healthcare; example “Stop Simulation Experience” |  |
| Review start of the Simulation  \*What to expect  Expected timing | Encourage students to take a few deep breaths to decrease stress  Encourage students to “Huddle” prior to entering the environment to  prepare |  |
| **Overview of Environment and Equipment** | Point out where all the physical things are and how they are used:  Code Cart  Personal Protective Equipment  Supplies  Medications/Med cart or Medispenser  Linen Cart/Linens  Phone and phone numbers to contact someone during the experience  Oxygen and Suction- what works, what does not work  Sharps container  How to use beds- up-down controls and break apart beds for obstetrics  Pediatric supplies and infant warmers if used  Defibrillator (live energy or simulated) |  |
| **Overview of Simulator or Standardized Patient (SP)** | Discussion functionality of the simulator and what works such as pulses, heart and lung sound, ability to give fluids or insert a Foley  Review functionality of monitors  How to check for temperature and skin temp (when to ask for information)  If SP’s are used follow your centers policy  \*Reminder if SP are used if they say they are “uncomfortable” immediately stop the session (psychological safety of the SPs is important to address) |  |
| **Termination of Simulation** | Return silently to debriefing room when simulation is complete |  |
| **Returning of Supplies** | Make sure all supplies are returned and left in the simulation area prior to leaving (spot audits may be performed by the simulation center team) |  |
| **Debriefing** | Use the debriefing technique(s) adopted by your center  Separate private area for debriefing if possible |  |
| **Complete Evaluation Process** | Pre and Post tests- (optional)  Learner Evaluation of experience  Instructor Evaluation |  |

