

# Simulation Roles and Responsibilities:

## Simulation Specialists

Simulation Specialists, as experts in simulation, will be responsible for: adherence to simulation best practices, standard operating procedures, simulation set-up and testing, prebriefing students to simulation, operating & programming of simulation equipment/CAE (LearningSpace) recording software, troubleshooting issues, clean up and organization & scheduling of simulation, and management of equipment.

### **Beginning of each semester:**

- ☐ Meet with lead faculty to discuss simulation planning.
- ☐ Review and plan simulation including logistics and metrics for the SBE.
- ☐ Send out CAE consent form to new learners.

### **2 weeks before simulation:**

- ☐ Email students the simulation resources, prep materials, and welcome message.
- ☐ Email all faculty attending the simulation to provide pressbook and simulation scenario details. Confirm that all faculty and CHSR staff attending the simulation day feel prepared.
- ☐ Confirm that the spaces required and CHSR staffing needs are met.

### **1 week before simulation:**

- ☐ Conduct a preliminary setup and testing of simulation equipment, including mannequins, medical devices, AV system, and simulation software.
- ☐ Address any issues identified during testing and ensure all equipment is functional.

### **Day of simulation:**

- ☐ Facilitate briefing including reviewing scenario details, learning objectives and orienting to the space.
- ☐ Facilitate operation of mannequins including voicing using simulation knowledge to guide the simulation as needed.
- ☐ Participate in debrief to provide a simulation specialist's point of view.

### **Days immediately following simulation:**

- ☐ Ensure reports are accurate, support student reflections and ensuring video access if applicable.
- ☐ Gather simulation feedback data for continuous quality improvement.

## Faculty

Faculty, as content experts, will be responsible for: the learning objectives and outcomes of the simulation, curriculum integration including entry-to-practice competencies, as needed, observing and annotating during the SBE to facilitate a meaningful debrief and providing feedback to the students as well as participating in simulation feedback.

### **Beginning of the semester:**

- Simulation Specialists will reach out to lead faculty to plan the simulation including logistics and metrics – the simulation schedule will be posted.
- Any faculty that are discussing simulation with students, may take this opportunity to establish psychological safety, reinforcing that simulation is designed to be a safe place to practice and that performance in the simulation is not graded (clarify that simulation is different from any 'skills check').

### **2 weeks before simulation:**

- Faculty should ensure MyCanvas has hyperlink to LearningSpace. Sim team will email students with preparatory materials and necessary resources.
- Simulation team will email faculty and lab instructors the Simulation Pressbook and resources for the simulation scenario. Faculty must review this prior to simulation day.

### **1 week before simulation:**

- If faculty have any questions about the simulation day, they may reach out to [simulation@mohawkcollege.ca](mailto:simulation@mohawkcollege.ca) to ask questions and review concepts prior to the day.

### **Day of simulation:**

- Faculty will observe the simulation from the control room. They may note themes related to patient safety, critical thinking and the learning objectives to co-facilitate a meaningful debrief with the Simulation Specialist.
- Faculty may assist to manage any student issues that may arise, and address simulation policies including late policy.

### **Days immediately following simulation:**

- Faculty will input grades into MyCanvas for participation and student reflections as needed.
- Simulation staff will send any report data needed within 1 week of simulation day.
- Faculty may also provide valuable feedback of the simulation day for continuous quality improvement.

## Collaborative Responsibilities:

Collaborative responsibilities between Simulation Specialists and Faculty include simulation content design, scheduling of students, student support, and debrief.