Prebriefing Checklist

Welcome and Introduction	
	☐ Welcome participants and ensure the environment is conducive to learning. *For example: learners and facilitators introduce themselves* (Criterion 6a, 6b) ☐ Provide information about food and drink policy, restrooms and drinking fountains, length of scenarios, breaks, agenda (Criterion 4b)
Psychological Safety and Confidentiality	
	☐ Discuss psychological safety, the goal is to have an environment where learners feel comfortable expressing their thoughts without fearing negative consequences (Criterion 6a) ☐ The Basic Assumption™: ***We believe that everyone participating in activities at the Kinney College of Nursing and Health Professions Clinical Simulation Center is intelligent, capable, cares about doing their best, and wants to improve***© (Center for Medical Simulation) (Criterion 6c) ☐ Create mutual respect between all involved parties (participants, facilitators, simulated patients, and/or volunteers) (Criterion 6b, 6e) ☐ Provide information related to the use of any recording equipment (Criterion 5b) ☐ Ensure all participants agree to the confidentiality requirements *For example, not sharing details of the case or other learner's actions after the activity* (Criterion 4e)
Review Objectives, Prework, and Evaluation Methods	
	☐ Review learning objectives – Provide information about the simulation's purpose without disclosing specific actions (Criterion 5e) ☐ Review assigned prework with learners (Criterion 2b) ☐ Review the evaluation methods (*formative* or *summative)* being used for this experience and notify learners when they can expect to receive the measurement tools (Criterion 5c) ☐ Inform participants about the evaluation process (Criterion 5c)
Orientation to Environment	
CSC Staff	☐ Discuss the necessity of a mutual fiction contract and suspension of disbelief. *"Despite attempts to create a realistic environment, not all aspects of a simulated experience may be totally realistic, and we are asking you to buy into the scenario*" (Criterion 4e, 4f) ☐ Discuss physical safety in the environment. *Example, cords, defibrillator, needles, etc.* (Criterion 5d) ☐ Orient to environment which may include, manikins, monitors, equipment, trainers, software, whiteboard or virtual environments. *Consider a demonstration of a key skill* (Criterion 5d, 5f) ☐ Discuss collaboration of embedded simulated participants (Criterion 5d) ☐ Inform learners of plan if there are technical failures (Criterion 5g) ☐ Orient learners to roles and expectations (Criterion 5a) ☐ Ask learners if there are any questions, be accessible and approachable (Criterion 6d, 6e)

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