Simulation Planning Checklist

First Steps-Planning	
	☐ Once you have determined the need to adopt simulation-based experience(s) (SBE) in your course, request a meeting with the Clinical Simulation Center (CSC) staff, Clinical Simulations Coordinator and Nursing Simulation Educator to discuss SBE options. *During this meeting, simulation modalities, resource availability, and simulation facilitators will be discussed, and your course will be established in SimCapture®.* (Criterion 1, 2) ☐ The first and most important step for developing an SBE is to establish what your objectives and goals are. *What do you want students to demonstrate and learn during this experience*? (Criterion 3) ☐ Based on your objectives you can select a pre-designed scenario from the Laerdal Scenario Cloud, or you can begin working with CSC staff to design a custom simulation. *Both options will be developed using the USI Simulation Blueprint by CSC staff.* (Criterion 5) ☐ Depending on the complexity of your SBE design you may be asked to review the LLEAP Sim Design made by CSC staff.
Preparation	
	☐ Conduct a pilot test of the simulation before full implementation. *Following the pilot test, you will be asked to do a final review of the simulation blueprint, LLEAP sim design, and other supporting documents.* (Criterion 11) ☐ Once the SBE design is finalized CSC staff will upload all documents to your SimCapture® course curriculum scenario. *Consider your SimCapture® course the principal source for all up-to-date SBE documentation. The course and all documents are copied forward each semester.*
Formal Requests and Scheduling	
	☐ All requests and scheduling for SBE simulations, activities, and supplies go through SimCapture®. *As per the CSC Policies and Procedures Manual "**Priority of Use** - The CSC <u>does not</u> function under a 'First Come First Serve' policy. This does not mean last-minute requests are encouraged but that the schedule is organized per what works best with all program schedules."* ☐ At the close of each semester meet with CSC staff to review SimCapture® requests and plan for the upcoming semester. Once the SBE event is booked please provide your schedule with group breakdowns for CSC staff at least one week in advance of the event.