

Schedule Intake Request

WHO:	
<p>Requestor Name:</p> <p>Requestor E-mail:</p> <p>Requestor Phone Number:</p> <p><input type="checkbox"/></p> <p>Preferred Mode of Contact:</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Phone</p> <p>Department/Specialty/Unit:</p> <p>New Curriculum or Recurring:</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Recurring</p> <p>Other Subject Matter Experts:</p> <p><input type="checkbox"/></p>	<p>Requesting Institution:</p> <p><input type="checkbox"/> Simulation Center User</p> <p><input type="checkbox"/> Outside User</p> <p>Type of Learners (HCA, RN, Resident, Fellow, Faculty, etc...):</p> <p><input type="checkbox"/></p> <p>Number of Learners:</p> <p>Are learners paying a fee?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Needs Assessment:</p> <p><input type="checkbox"/> Yes-Further assessment needed for planning</p> <p><input type="checkbox"/> No-Recurring program, no extra assessment needed for planning</p>
WHAT:	
<p>Curriculum Title:</p> <p><input type="checkbox"/></p> <p>Curriculum Length:</p> <p><input type="checkbox"/> 1 year</p> <p><input type="checkbox"/> 2 years</p> <p><input type="checkbox"/> 3 years</p>	<p>Brief Description of Education Rationale (what gap are you intending to address?):</p> <p><input type="checkbox"/></p>
WHEN:	WHERE:
<p>Is the Curriculum:</p> <p><input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Biannually</p> <p><input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Other:</p> <p>Preferred Session Date(s) & Time(s):</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/> Simulation Center</p> <p><input type="checkbox"/> On Campus, not in Simulation Center</p> <p style="padding-left: 20px;"><input type="radio"/> Location:</p> <p><input type="checkbox"/> Off Campus</p> <p style="padding-left: 20px;"><input type="radio"/> Location:</p>

Schedule Intake Request

Date(s) & Time(s)	Credentialing:
Dates & Times of Session(s): <input type="checkbox"/>	<input type="checkbox"/> Continuing Education Hours Needed? <ul style="list-style-type: none"> <input type="radio"/> CME <input type="radio"/> Nursing Contact Hours <input type="radio"/> Non-nursing
Resources Needed:	Modality of Education:
<input type="checkbox"/> Sim Center Staff: <ul style="list-style-type: none"> <input type="radio"/> <input type="checkbox"/> Actors Needed and Roles <ul style="list-style-type: none"> <input type="radio"/> Patient <input type="radio"/> Family Member <input type="radio"/> Bystander <input type="checkbox"/> Attendance Tracking Form Created: <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Post Survey Created for Evaluation: <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No, why? <ul style="list-style-type: none"> ▪ <input type="checkbox"/> Facilitator or Debrief Trained Staff: <ul style="list-style-type: none"> <input type="radio"/> <input type="checkbox"/> Sim Room(s) or Space Needed: <ul style="list-style-type: none"> <input type="radio"/> <input type="checkbox"/> Equipment/Supplies Needed (Simulators, Task Trainers, Supplies, etc): <ul style="list-style-type: none"> <input type="radio"/> 	<input type="checkbox"/> Simulation <input type="checkbox"/> Skills <input type="checkbox"/> Didactic

Curriculum Design

Primary Goal(s) of the Curriculum

- What are they trying to accomplish with this training? What are the measurable objectives?
 - *Ex: Learners will be able to demonstrate ability to manage an emergency medical situation effectively.*

1.

2.

Specific Curricular Goals & Objectives (3-5)

- Goals/objectives should be centered around specific knowledge, skills, and attitudes that you want the participants to acquire.
 - *For each part of the curriculum, there will be specific goals and objectives/critical actions.*
 - *Ex: Medical Emergency Training → Learners will be able to demonstrate effective closed loop communication with team and patient/family member during an emergency situation.*

1.

2.

3.

4.

5.

Curriculum Planning

Each session should have 3-4 session specific goals/objectives.

Goals/objectives should be centered around specific knowledge, skills, and attitudes that you want the participants to acquire.

Ideally, you'd like your objectives to reflect the upper levels of bloom's taxonomy such as application, analysis, and synthesis, to push the learners beyond the lower levels of simple knowledge and comprehension. *(Please add more rows or delete rows if needed)*

Session	Date & Time	Case Topic	Session Goals/Objectives	Equipment/Supplies Needed
1			1.	
			2.	
			3.	
2			1.	
			2.	
			3.	
3			1.	
			2.	
			3.	
4			1.	
			2.	
			3.	
5			1.	
			2.	
			3.	

What Logistics do You Need to Coordinate to Ensure Successful Implementation of the Curriculum?

<ul style="list-style-type: none"> • Who will Coordinate Logistical Planning Meetings? • Who will Coordinate Participant Attendance Tracking? • Who will Write the Case(s) and Skills Station(s) Set Up? 	<ul style="list-style-type: none"> • Who will Supervise the Session(s)? • Who will Evaluate the Curriculum?
<p>Does this curriculum reoccur?</p> <ul style="list-style-type: none"> • Yes <ul style="list-style-type: none"> ○ If so, how often? • No 	<p>Method of Evaluation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each Session <ul style="list-style-type: none"> ○ <input type="checkbox"/> Overall Curriculum <ul style="list-style-type: none"> ○

Curriculum Planning

Learners Post-session

Final Curriculum Plan

Sim Team	Curriculum Facilitator(s)
Who will communicate to Sim Team? <ul style="list-style-type: none"> <input type="checkbox"/> Program Assistant <input type="checkbox"/> Educator <input type="checkbox"/> Manager 	Who from Sim Team will Communicate with Session Facilitator(s)? <ul style="list-style-type: none"> <input type="checkbox"/> Program Assistant <input type="checkbox"/> Educator <input type="checkbox"/> Manager
Agenda for Each Session: <ul style="list-style-type: none"> <input type="checkbox"/> Times of Sessions and Rotation of Staff <ul style="list-style-type: none"> ○ Send Finalized Logistics/Agenda 1-2 weeks before session 	Agenda for Each Session: <ul style="list-style-type: none"> <input type="checkbox"/> Times of Sessions and Rotation of Staff <ul style="list-style-type: none"> ○ Facilitator will Communicate Agenda with Learners
Staff Needed for Each Station: <ul style="list-style-type: none"> <input type="checkbox"/> Facilitator(s) for Session for Each Station <input type="checkbox"/> Sim Staff Needed for Session for Each Station <input type="checkbox"/> Mannequin Jockey(s) for Each Station, as Needed 	Staff Needed for Each Station: <ul style="list-style-type: none"> <input type="checkbox"/> Facilitator(s) for Session for Each Station <input type="checkbox"/> Sim Staff Needed for Session for Each Station <input type="checkbox"/> Mannequin Jockey(s) for Each Station, as Needed
Embedded Actors Needed for Each Station: <ul style="list-style-type: none"> <input type="checkbox"/> Recruit Embedded Actor(s) for Each Station, as Needed <ul style="list-style-type: none"> ○ Assign Role they will be Playing 	Embedded Actors Needed for Each Station: <ul style="list-style-type: none"> <input type="checkbox"/> Assigned Embedded Actor(s) for Each Station, as Needed <ul style="list-style-type: none"> ○ Role they are Playing
Simulation Scenario(s): <ul style="list-style-type: none"> <input type="checkbox"/> Simulation Case(s) <ul style="list-style-type: none"> ○ <input type="checkbox"/> Equipment Set Up for Each Simulation <ul style="list-style-type: none"> ○ Mannequin ○ Props 	Simulation Scenario(s): <ul style="list-style-type: none"> <input type="checkbox"/> Simulation Case(s) <ul style="list-style-type: none"> ○ <input type="checkbox"/> Equipment Set Up for Each Simulation <ul style="list-style-type: none"> ○ Mannequin ○ Props
Skills Station(s): <ul style="list-style-type: none"> <input type="checkbox"/> Skills Station(s) <ul style="list-style-type: none"> ○ <input type="checkbox"/> Equipment Set Up for Each Station <ul style="list-style-type: none"> ○ 	Skills Station(s): <ul style="list-style-type: none"> <input type="checkbox"/> Skills Station(s) <ul style="list-style-type: none"> ○ <input type="checkbox"/> Equipment Set Up for Each Station <ul style="list-style-type: none"> ○
Survey Results: <ul style="list-style-type: none"> <input type="checkbox"/> Who is Collecting Survey Results? 	Survey Results: <ul style="list-style-type: none"> <input type="checkbox"/> Sim Center to send Follow-up E-mail sent to Facilitators

Review Results

Follow-up E-mail sent to Facilitators

Review of Results