

**UT Health Science Center:
SIM105 Sim Faculty/Facilitator Responsibilities**

No./Title: SIM105 – Sim Faculty/Facilitator Responsibilities		Resp. Office: CHIPS Approval Body: CASA	Effective Date: 12/04/2018
Category: Academic		Last Review: 06/07/2022	Next Review: 06/07/2025
Contact: Executive Director CHIPS		☎ 901.448.4530	✉ simulate@uthsc.edu
Related Policies:	SIM 102- Sim Curriculum Development Policy SIM 101- Sim Scheduling Policy SIM 103- Sim Attire Policy SIM 121 - Sim Faculty/Facilitator Onboarding	SIM 100- Sim Confidentiality Policy SIM 104- Sim Media Capture Policy SIM 120- Pilot, Dry Run, and Training	

DEFINITIONS

- 1) Simulation Faculty/Facilitators- Any person meeting minimum simulation competencies, as determined by the Director of Education, who is associated with the delivery and planning of the simulation activity
- 2) Lead Simulation Faculty/Facilitator – A Simulation Faculty/Facilitator that is responsible for the overall development and delivery of the simulation activity.
- 3) Participants: anyone involved in or observers of simulation activity (e.g., students, learners, educators, instructors, faculty, staff, or observers)

POLICY

- 1) Simulation Faculty/Facilitators will comply with procedures, as determined by CHIPS Staff, to ensure quality simulation activities that are consistent with best standards of practice for healthcare simulation.
- 2) CHIPS staff will assist Simulation Faculty/Facilitators in fulfilling these responsibilities.

PROCEDURE

Responsibilities of the Lead Simulation Faculty/Facilitator include:

- 1) Attending all pre-event planning sessions, SP trainings, dry runs, simulation events, and any post-event quality improvement sessions.
 - a. If the Lead Simulation Faculty/Facilitator is unable to attend, they may delegate another trained Simulation Faculty/Facilitator to take their place for the event.
 - b. If the Lead Simulation Faculty/Facilitator is not local to the simulation location (e.g., Lead in Nashville for simulation in Memphis), they are required to delegate a local Simulation Faculty/Facilitator to attend the event.
 - c. CHIPS must be notified of any stand-in representatives for the Lead Simulation Faculty/Facilitator
- 2) Ensuring at least one Simulation Faculty/Facilitator is on-site for the entirety of the simulation activity.
- 3) Ensuring all participants and Simulation Faculty/Facilitators are oriented to the simulation environment.
- 4) Providing a pre-brief, consistent with standards of best practice, for all participants and Simulation Faculty/Facilitators before each simulation activity.

- 5) Debriefing and/or providing feedback consistent with standards of best practice.
- 6) Ensuring communication occurs with participants and Simulation Faculty/Facilitators. These communications may include directions to simulation location, supplies/equipment participants should bring, appropriate attire for simulation (see Sim Attire Policy), parking information, agendas/schedules, room location, directions for accessing recordings and/or other event related data. CHIPS staff can assist with communication content/details, but distribution is the responsibility of Lead Simulation Faculty/Facilitator.
- 7) Scheduling the simulation activity in accordance with the Sim Scheduling Policy.
- 8) Ensuring the curriculum is developed, including meeting all deadlines, in accordance with the Sim Curriculum Development Policy.
- 9) Timely notification of CHIPS staff of any specialized equipment or supplies required for scheduled events.
- 10) Ensuring any needed printed documents or copies are prepared for the event. CHIPS staff will not print or copy any documents (assessments, checklists, handouts, etc).
- 11) Ensuring all participants and Simulation Faculty/Facilitator are aware of the Sim Confidentiality Policy and Sim Media Capture Policy and appropriate consent forms are provided.
- 12) Simulation Faculty/Facilitators provide the appropriate information to support participant survey distribution.

Related Information:

Links to standards of best practice for healthcare simulation:

- a) [Healthcare Simulation Standards of Best Practice](#)
- b) [SSH Accreditation Standards](#)
- c) [ASPE Standards of Best Practice](#)

APPROVAL HISTORY

Effective: December 4, 2018, Committee on Academic and Student Affairs (CASA)

Reviewed: December 4, 2018, CASA

Approved: June 7, 2022, CASA

Approved: June 16, 2022, Chief Academic Officer