



School of Health & Life Sciences Simulation Centre

Facilitator Orientation Checklist

Facilitators have been informed of/that:

- ☐ Booking deadlines for simulation activities.
- ☐ The purposes of simulation and the flow of a simulation event (briefing, simulation scenarios, and debriefing).
- ☐ Six weeks prior to a scheduled simulation activity, a Simulation Confirmation Meeting will occur to confirm details and requirements of the simulation.
- ☐ During the Simulation Confirmation Meeting, the Lead Facilitator is to provide a detailed schedule including:
 - ☐ Standardized patient, patient model, and confederate arrival times (1 hour before scheduled session to allow time to communicate with the facilitator and/or receive appropriate moulage).
 - ☐ Participant arrival times (15 minutes before scheduled session).
 - ☐ Scenario start times.
 - ☐ Time for debriefing, which may be significantly (up to two times) longer than the scenario itself.
 - ☐ Time for post-simulation cleanup (30 minutes after an event).
- ☐ The various types of moulage available to be used with standardized patients, patient models, confederates or manikins, customized based on their individual simulation objectives.
- ☐ Program Educational Technologists should participate in the planning, facilitation, and clean-up, as available.
- ☐ The process to log into the B-Line workstation, record a session, debrief a session, and how to enable participants to view their recorded session.
- ☐ No food or drink is permitted beyond the waiting room.
- ☐ There are no restrooms in the Simulation Centre.
- ☐ Facilitators should only bring necessary belongings to the Simulation Centre.
- ☐ All simulation-specific equipment must not be used on real patients. Facilitators have been shown the labels which differentiate simulation-specific equipment from clinical equipment.
- ☐ All diagnostic and therapeutic equipment in the Simulation Centre is real and functioning. This equipment poses safety hazards if used incorrectly and should be treated with respect.
- ☐ The portable X-ray machines are NOT to be exposed while in the Simulation Centre.
- ☐ Simulation Centre automated external defibrillators (AEDs) are for use on manikins only and are not to be used on standardized patients, patient models, confederates, or real patients.
- ☐ They must report any damaged or potentially dangerous equipment to the Simulation Centre staff immediately.
- ☐ All needles and sharps must be disposed of in the appropriately labelled “biohazard” containers after their use. No needles, sharps, or invasive instruments are to be used on standardized patients, patient models, or confederates.

- ☐ Should any physical harm or psychological distress occur in the Simulation Centre, the NAIT Health Centre, NAIT Counseling Centre, the Employee Assistance Program, and Alberta Health Link are accessible.
- ☐ The locations of NAIT's Emergency Management Procedure Poster, emergency exits, muster points and location of the first aid kit and trauma kit.
- ☐ Any known latex allergy or sensitivity should be communicated with Simulation Centre staff as soon as possible.
- ☐ The procedures in the event of an illness or injury in the Simulation Centre. The process is as follows:
 1. Facilitator informs Simulation Centre staff. First aid / medical care administered and need for additional care determined.
 2. Facilitator and Simulation Centre staff complete "First Aid Record."
 3. Form forwarded to NAIT Health Centre for follow-up care.
- ☐ All participants and facilitators must fill out a "Simulation Centre Consent and Release (Photography/Media-Broad Purpose)" form.
- ☐ Participants and facilitators will receive a Post-Simulation Survey to be completed within 2 weeks of each simulation event.