Simulation Approval and Improvement Flowchart

	Simulation Centre Director	Simulation Centre Staff	Lead Facilitator	Facilitator	Participant
After workload assigned			Generates ideas for simulation or uses previous scenarios		
By the booking deadline (by term)			Completes simulation booking form		
1 week post booking deadline		Prioritizes resources +/- manages booking conflicts Confirms tentative booking & sends Successful Simulation Checklist to Lead Facilitator			
Between tentative booking and 6 weeks prior to Simulation Event		Books Simulation Confirmation Meeting	Completes Simulation Scenario Standardized Patient & Confederate request form and sends to Simulation Centre		
6 weeks prior to Simulation Event		Simulation Confirmation Meeting: Work collaboratively with Lead Facilitator to prepare for event and ensure compliance Ensures simulation scenario meets guiding principles (if changes to scenario have occurred) Confirms Simulation Booking with Lead Facilitator	Modifies scenario (if required) and send to Simulation Centre		
6 weeks to 1 day prior		Schedules Standardized Patients/ Patient Models/Confederates, as required	Schedules Participant Orientation Prepares and mentors other facilitators	Attend Facilitator Orientation*	Attend Participant Orientation*
Simulation Event Day		Assists with moulage, technology, equipment, & resources as outlined at the Simulation Confirmation Meeting	Coordinates scheduled simulation activity Delivers simulation activity	Delivers simulation	Attend simulation activity
Post Simulation Event	Reviews responses to Post-Simulation surveys Shares feedback; areas of improvement identified	Distributes Post-Simulation surveys with data from facilitators and participants	Completes Post-Simulation Survey	Completes Post-Simulation Survey	Completes Post-Simulation Survey