



**School of Health & Life Sciences
Simulation Centre**

SUCCESSFUL SIMULATION CHECKLIST

Before Simulation

- ☐ Lead Facilitator completes [Simulation Booking Form](#)
by the appropriate deadline for each term. Booking procedure is located in [resources](#) on the Simulation Center website
- ☐ Pre-Simulation activities must be completed, including:
 - ☐ Simulation Facilitator Resources course
 - ☐ Facilitator Orientation, once yearly
 - ☐ Manikin training, if required
- ☐ Email completed/updated scenario and simulated patient and confederate request form, if applicable, to sim@nait.ca, **6 weeks prior** to simulation booking.
- ☐ Attend **Simulation Confirmation meeting** scheduled by Simulation Centre to finalize the details.
- ☐ Allow time for the following activities:
 - ☐ 1 – 2 hours of setup time
 - ☐ Facilitators arrive 1 hour prior to first scenario
 - ☐ Standardized patients, patient models, and/or confederates arrive 1 hour prior to first scenario to allow for preparation and moulage application
- ☐ Participants arrive 15 minutes prior to scenario start time

After Simulation

- ☐ Post-simulation cleanup- 30 min
- ☐ Facilitators complete Post-Simulation survey
- ☐ Lead Facilitator conducts post-simulation facilitator debrief to discuss post-simulation survey results. Use this information when planning subsequent simulation activities.