



Procedure

Policy Name: Simulated Patient and Confederate Booking Procedure (External to CAMS)	
Owner: Manager, Centre for Advanced Medical Simulation (CAMS)	Effective Date: 08/15/2017
Lead: Administrative Assistant, (CAMS)	Review Date: 12/19/2023
Approved By: School of Health and Life Sciences (SHLS) Operational Leadership Council	Approval Date: 12/19/2023
Related Policies and Procedures:	CAMS Booking Procedure

1.0 PURPOSE

To ensure that all staff are following the same procedure when utilizing standardized patients and patient models.

2.0 SCOPE

This procedure will provide guidance on standardized patients and patient models.

3.0 DEFINITIONS

TERM	DEFINITION
Confederate	A non-patient individual that is part of a simulation to enhance realism or to provide additional challenges or information for the participants. Role portrayed by fellow student or instructor.
Lead Facilitator	The facilitator involved in all steps of a specific simulation activity (including planning, implementation, and delivery). This facilitator coordinates, prepares, and mentors the other facilitators for that activity.
Patient Model (PM)	An individual utilized in simulation that does not have a significant acting role, interaction with students, or require training for their role. Instead, the PM acts more as a substitute for a manikin in simulations where a manikin would be insufficient.
Standardized Patient (SP)	An individual trained to portray a real patient with medical problems or bystanders, allowing students to practice clinical skills on them to further their education.

4.0 PROCEDURE

Pre-Simulation Event

STEP	ACTION	RESPONSIBLE
1	Fill out and submit Simulated Patient and Confederate Request Form to sim@nait.ca	Lead Facilitator
NOTE	If significant orientation, preparation, or a dry run of the role is anticipated at NAIT campus on the day of the event, include this additional time on the request.	
2	Review and approve request and determine whether a Simulated Patient, Confederate, or Patient Model is needed.	CAMS Administrative Assistant
3a	<u>For Patient Model bookings:</u> Confirm PM availability with appropriate personnel and book services. If PM not available, Standardized Patient will be booked in its place.	CAMS Manager
3b	<u>Standardized Patient Bookings:</u> Complete the U of A Standardized Patient Program online booking request form.	CAMS Administrative Assistant
3c	<u>Confederate Bookings:</u> To be done internally within the program	Lead Facilitator
4	SP Program responds with confirmation of request immediately by automated email. The SP Program will then send a calendar invite with date, time, and booking number to simsp@nait.ca .	SP Program at U of A
5	Provide confirmation of SP names via calendar update.	SP Program at U of A
NOTE	If any last minute changes to scenarios or for cancellation, notice must be given to the CAMS GREATER than 2 working days prior to the event. Cancelations less than or equal to 2 days will result in NO refund. Changes to be made greater than 2 days prior to the event may be subject to a minimum charge for \$30 change fee.	
6	Contact SP Training at 780.248.1204 or sppgm@ualberta.ca in case of cancellations.	CAMS Staff
7	Coordinate to ensure the orientation for all facilitators, standardized patients, patient models and participants is complete prior to simulation event.	Lead Facilitator, CAMS Administrative Assistant, U of A Standardized Patient Program

Simulation Day/SP Event

STEP	ACTION	RESPONSIBLE
1	SPs/PMs, will arrive on site at the time requested on the Simulated Patient and Confederate Request Form. Any additional time required for orientation, preparation, and a pilot/dry run of the scenarios must be included as part of the booking.	SP, PM, and Facilitators, Simulation Technologist
NOTE	Parking/transportation is at the SP/PMs expense. Parking/transportation is provided by the SP program for SPs and is not NAIT's responsibility.	
2	Ensures that the SP/PM simulation stations are set up with props and any other necessary equipment.	Facilitators or Program 's Education Technologist, Simulation Technologist

Post – Simulation/SP Event

STEP	ACTION	RESPONSIBLE
1	University of Alberta SP Program to send invoice to NAIT's Centre for Advanced Medical Simulation at sim@nait.ca.	SP Program at U of A
2	Invoice verified, entered in to tracking sheet and copies electronically saved, and then submitted to the Director, CAMS for approval signature.	CAMS Administrative Assistant
3	Invoice approved.	Director, CAMS
4	Invoice submitted to Accounts Payable for payment.	CAMS Administrative Assistant

5.0 SUPPORTING DOCUMENTS

- U of A SP Online Booking Form
- Simulation Scenario Template
- CAMS Post Simulation Survey for Participants
- CAMS Booking Procedure

6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
October 18, 2016	Initial Draft
June 29, 2017	Steering Committee approval.
July 13, 2017	Changes made to format (to match consistency), Supporting Documents added, Definitions added, and adjustments made to Procedure: <ul style="list-style-type: none"> • Pre-Simulation: Step 1 to include more specific instructions about Patient Models • Post-Simulation: Steps 1 – 8 to remove portions of the U of A process that are no longer required.
August 15, 2017	Added confederate definition and made adjustments to Procedure: <ul style="list-style-type: none"> • Pre-Simulation: Step 1 forms that Lead Facilitator fills out changed from U of A's SP Booking Form or NAIT's PM Booking Form to NAIT's Simulated Patient and Confederate Request Form. • Pre-Simulation: Step 3b – 10 to include confederate term with standardized patient. • Pre-Simulation: Step 3b to include that Simulation Centre staff will receive NAIT's Simulated Patient and Confederate Request Form and transpose required information to the U of A SP Booking Form.
June 13, 2019	Reviewed. No changes required.
November 29, 2023	Reflect changes to the U of A SP program, Reviewed Updated terminology to reflect current staffing model