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|  | **Activity** | **Completion Date** |
| Administrative Support: | Letter/s of Support from Administrator/Dean/DON/College President. |  |
| Funding and Budget: | Sim Lab physical space (if building or extending lab(. |  |
| IT requirements and support. |  |
| Equipment, supplies, consumables, repair, service contracts. |  |
| Replacement of worn equipment. |  |
| Faculty Salaries (FTE) and benefits. |  |
| Support staff and simulation administration salaries and benefits |  |
| Faculty and Staff Development. |  |
| IT/computer equipment and support |  |
| Outcomes and Objectives: | Learning Needs Assessment |  |
| Outcomes – overall simulation program and specific learning outcomes |  |
| Objectives |  |
| Participant Evaluations: | Evaluation Methods - Summative |  |
| Evaluation Methods - Formative |  |
| Summative standards. |  |
| Physical Space and Equipment: | Description of physical space – include plan of simulation layout including areas for exam rooms, computer labs for virtual simulation, skills labs, preparation, debriefing, storage, simulation lab/s and control room/s.  |  |
| Manikins |  |
| Audiovisual, recording and playback equipment. |  |
| Other equipment/furniture, supplies, scenario props, and consumables |  |
| Computer equipment. |  |
| Faculty and Staff Qualifications and Development: | Faculty CVs showing simulation education, experience, and membership of organizations related to healthcare simulation. |  |
| National Certification |  |
| Record of faculty development activities including attendance at conference, workshops or classes |  |
| Orientation manual for new faculty and simulation staff. |  |
| Job Descriptions |  |
| Subject matter experts and qualifications. |  |
| Prebriefing and Debriefing: | Prebriefing activities |  |
| Debriefing Methodology |  |
| Faculty training/experience in debriefing methodology |  |
| Policies and Procedures Examples: | Introduction to Simulation Center including Attendance, Dress Code, Cell Phone Use, Photography, Use of Pens etc. |  |
| Scheduling Policy. |  |
| Confidentiality |  |
| Scenario development and approval process |  |
| Prebriefing Guidelines |  |
| Debriefing Guidelines |  |
| Guidelines for Creating a Safe Learning Environment |  |
| Required Faculty Qualifications |  |
| Participant Evaluation Methods |  |
| Contact Information. |  |
| Technical Support |  |
| Use of Equipment. |  |
| Simulation Program | Accreditation. |  |