Procedural Skills Template\*

***\*This template is primarily used for procedural skills. A different template is used for Standardized Patient and Manikin simulations.***

### Orange boxes are completed by CHIPS Staff

**Section 1: Demographics**

|  |  |
| --- | --- |
| ***Time*** | |
| **Setup** |  |
| **Event** |  |
| **Breakdown** |  |
| **TOTAL** |  |

**Course Name:**

**Procedural Activity:**

**Developers:**

***\*\*\*Please note that the Sim Educator who is serving as the Instructor/ Content Expert for the Procedural Event must arrive at CHIPS 30 minutes prior to the event to verify room and equipment set-up and if needed, refresh knowledge of task trainer functionality and best practice requirements.***

***\*\*\* If the instructor has not worked with Task trainers/ Procedural trainers previously, please make sure that task trainer orientation is completed prior to the day of event to ensure adequate time for this Sim Educator orientation.***

**Section 2: Curricular Information**

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| ***Target Learner Groups*** |
|  |

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| ***Learner Objectives*** |
| *During the simulation-based educational session, participants will…*  *1.*  *2.*  *3.* |

**Section 3: Prebrief**

All procedural events should begin with a five-minute prebrief that should include each of the following sections.

(Sample dialogue is included, but this should be customized to the event/participants).

**Welcome**

Welcometo the Center of Healthcare Improvement and Patient Simulation (CHIPS). We have set up simulation procedural training equipment to be as realistic as we can make with current technology. During the event today you will encounter a task trainer/manikin representing your patient.

**General**

Please treat the task trainers/manikins as you would a real patient. Do everything that you normally would do in a medical healthcare situation. The equipment should allow you to perform most procedures and maneuvers normally. In some cases, we have provided a way for you to accomplish tasks in an altered manner and these adaptations will be demonstrated before we begin. Most of our medical equipment and supplies are labeled with the Foundation for Healthcare Simulation Safety stickers that state “Not for Human Use- Education Only.” Also, please note that most kits and medical supplies have been re-packaged for educational use.

**Participant Safety**

Discuss any potential safety strategies with medical equipment utilized (i.e. needles, scalpels, working defibrillator).

**Objectives:** *(Restate the objectives for participants)*

The objectives for this procedural training session are to: ...

**Time limits/ process logistics**

This activity will take approximately [XX] minutes/ hours.

[Briefly explain logistics... Include safety procedures and clean-up plan].

**Confidentiality**

Maintain confidentiality: “What happens in simulation stays in simulation.” All simulation activities should not be discussed outside the simulation center to allow for equitable learning experiences and the psychological safety for all participants.

**Basic Assumption**

“We believe that everyone participating in activities at CHIPS is intelligent, capable, cares about doing their best and wants to improve (originally created at Center for Medical Simulation). We do believe that you are here to do your best and we strive to assist your learning toward clinical performance improvement.”

**Debriefing/Feedback**

“At the end of the session today we will have a group debrief to summarize and reflect. After we’ve finished debriefing, we will ask you to complete a short survey about your experience today before you leave.”

Section 4: Setup

<https://sites.google.com/view/chips-equipment-inventory/task-trainers>

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| --- |
| Task Trainers / Files |
| *Task Trainers to use:*  *Supporting Files, Documents, etc.: (any procedural algorithms or evidence should be attached here)* |

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| --- | --- | --- | --- |
| ***Equipment /Supplies Needed*** | | | |
| **Quantity** | Items Needed | Provided by CHIPS | Provided by Faculty |
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| ***Room Setup*** |
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**Section 5: Debrief**

At completion of a procedural event, all participants should receive a group debrief that includes the following content:

1. Review of objectives met through this session

2. Discussion of how this procedure/ skill training knowledge can be applied in the actual clinical environment

3. Time for questions and clarifications.

4. Safety check- please have all participants check lab coat/ scrub pockets for any equipment or simulated medical supplies. **(This action will prevent simulated medical equipment potentially entering the actual healthcare environment.)**

5. Reminder regarding survey. “CHIPS gathers regular learner feedback through their standard learner survey. Before you leave, please scan the QR code with your cell phone and complete this brief survey about your experience today. It should take no more than 5 minutes.”

**Section 6: Event Logistics**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **LOGISTICS *(FOR OFFICE USE ONLY)*** | | | | | | | |
| Event flow | Prebrief:  Training Time:  Debrief:  Total Round Time: | | | | | | |
| Number of learners |  | Room type & quantity: | |  | Number of Rounds/Sessions/Stations | |  |
| Round/Session/Station Times |  | | | | | | |
| Projectors/Screens Needed? | Yes  No |  | | | | | |
| Supplies/Materials to be Ordered/Purchased? | Yes  No |  | | | | | |
| If yes, please identify source of funding: |  | | | | | | |
| Research | Yes  No | | Learner Survey | | | Yes  No | |
| Equipment Orientation/Set Up Verification | Date:  Time:  Location: | | | | | | |
| Additional Faculty Contact Info | Name:  Number:  Email: | | | | | | |
| Follow-Up Action Items | | | | | | | |
| Faculty |  | | | | | | |
| Logistics |  | | | | | | |
| Operations |  | | | | | | |
| Education |  | | | | | | |
| Additional Info |  | | | | | | |