



Suggestions for **Simulation Event Planning Team**

* Required involvement noted by asterisk

Role	Provides	Designee(s)
*Executive Sponsor (CEO, CNO)	Leadership ○ Support for adequate resourcing of program: <ul style="list-style-type: none"> • Staff seat time disposable supplies, refreshments 	○ CEO ;CNO;COO:
*Emergency Department “Champions”	○ Essential involvement, encourages “buy-in” of ED team	○ ED Provider: ○ ED Manager:
Additional Department “Champions”	○ Essential involvement, encourages “buy-in” of all involved unit teams	○ OB Provider(s) ○ OB Manager:
*Nurse Educator	○ Essential involvement -Ensures that the simulation event reinforces facility’s Policies, Procedures etc. (Alignment of curriculum)	○ EDU:
Quality/Safety Personnel	○ Confirmation that event reinforces organizational goals	○ QI:
* Sim Resource Team (SRT) members	○ If facility has existing Simulation personnel, it is helpful to include them in planning the simulation event	○ Facilitator : ○ SIm Ops Specialist:
IT department representative	○ Support for operation of: AV equipment for presentations, <ul style="list-style-type: none"> • Telehealth, bet/ referring & receiving hospital (optional) • Video feed for observers 	○ IT:
Support Organizations:		
*Local EMS representative(s)	○ Coordination of local EMS involvement ○ Ambulance /Fire services:	○ EMS:
Medical Director &/or Educator for EMS personnel	○ Coordination/ Clarification of local EMS protocol(s) & practice	○ TBD
Receiving Hospital Lead Contact	○ Provides Tele-health Medical Direction & Transfer protocol	○ TBD
Air Transport Lead Contact(s)	○ Coordination of pre-sim Skills ○ Flight or Ground Crew involvement in simulation event	○ TBD
Law Enforcement	○ If deemed necessary	○ TBD
Hospital PR/ Local Press	○ At discretion of host Hospital	○ TBD
Others i.e. Board., Foundation etc.	○ At discretion of host Hospital	○ TBD