**Graham Clinical Performance Center**

**Technology-Based Simulation SOP**

1. Scenarios
   o Scenarios should be provided or confirmed a minimum of **<u>one week prior</u>** to the day of your program.  <u>Without this information we cannot guarantee the quality of the simulation</u>. In some cases, if the scenario is not provided a week in advance, we may be unable to implement the scenario and/or we may have to cancel the project.
2. Setup
   o Do you require any special props?  Equipment?  Unique medications (TPN, Propofol, blood, etc.)?  We are happy to provide these for you, but **need at least one week's advance notice**.
3. Actors
   o Do you require one of the Standardized Patient (SP) actors to portray a role in the simulation? Are they to portray a family member?  Friend of the patient? (Please note we require **at least 1 month advance notice to book a standardized patient**.)
   o SP affect
      ▪ Our SPs are professional actors.  They are prepared to portray the entire spectrum of human emotions as the situation demands.  This is their job and they do it extremely well.  If you ask them for an intense emotional response, be prepared for the result.  If you do not think it will be beneficial to the learners to have the SP hysterically crying over the death of their loved one, please do not ask them to do it.  Ideally, run through it with them so that you can confirm the level of affect wanted.
      ▪ Please be respectful and aware that the SP may need a few moments to emotionally compose themselves after an intense simulation.
4. Day of Your Program
   o **Plan to arrive 30 minutes before the program is scheduled to start on the day of the simulation** to pre-brief with our staff.  This review of objectives and expectations ensures that the program will run as you intend.
   o Our staff is trained in debriefing and more than happy to facilitate the post-scenario debriefing for you or with you.  Please go over your goals with our staff during the program pre-briefing so they can structure their participation in the debriefing in a way that meets those goals.
5. Cancellation Policy
   o We understand that unforeseen events can arise, leading to the need to cancel a project. If we receive notification of a cancellation three weeks before the start of the project, no costs will be charged.
   o If you need to cancel less than three weeks before a project start date, you will be charged the cost of the staff scheduled, plus an administrative charge if the project is not rescheduled.

Thank you for your attention to these items. Scenarios, setup, actors, prebriefings and cancellations should be arranged with our Simulation Technology Coordinators- **Angelo Dindia** (adindi2@uic.edu) or **Jim Haukland** (jhauk@uic.edu). Both can also be reached at (312) 996-7365 during normal business hours.

If you have any questions or concerns about these policies please contact Bob Kiser rkiser@uic.edu , Dr. Christine Park cpark1@uic.edu, or Dr. Rachel Yudkowsky ryudkowsky@uic.edu.