



## ExCEL Simulation Activity Design Process

The following steps outline the process to create a simulation event

- 1 Complete the online intake form (*Hold* is placed on sim lab calendar if dates are available)
- 2 Initial planning meeting to discuss needs assessment, learning objectives/goals, and verify dates and room
- 3 Partner with sim lab staff to discuss activity needs (i.e. appropriate modality, case scenario development, prebrief, debrief)
- 4 Collect and review activity materials and pilot/dry run of event
- 5 Prebrief event, implement/execute simulation activity, and debrief of event
- 6 Review activity and share learner evaluation data, as well as weigh what went well and improvements for next time

Simulation Faculty Responsibilities: Meet scenario deadlines, Attend case logistic meetings, Be present at dry run session and simulation event, Communicate with learners about scheduling/items needed.