



WDT Simulation Center Simulation Operations Specialist Training Checklist

Name: _____ Date: _____

INSTITUTIONAL ORIENTATION – WEEK 1

- ☐ Complete WDT New Hire Checklist issued by Human Resources
- ☐ Keys to Health & Human Services Office Suite/Simulation Center from Facilities Management
- ☐ Laptop Issue from IT Department
- ☐ WDT Faculty Network Drive/Simulation Center Folder Access
- ☐ Setup Phone/Voicemail (include phone number in e-mail signature block)
- ☐ WDT Website/Simulation Center Web Page
- ☐ Review WDT Mission/Vision & Simulation Center Mission/Vision Statements

ONLINE TRAINING – WEEK 2

Complete Online Simulation Orientation Courses on University of Washington's Website – <http://collaborate.uw.edu/faculty-development/teaching-with-simulation/teaching-with-simulation.html-0>

- ☐ Sim 101: Introduction to Clinical Simulation
- ☐ Sim 102: Pedagogical Approaches in Simulation for Developing Critical Thinking
- ☐ Sim 104: Briefing and Debriefing – The Key to Learning in Simulation

Professional Organizations

- ☐ Review SSIH Certification Requirements + INACSL & HealthySimulation.com Websites

SIM CENTER ORIENTATION – MONTH 1

Scheduling/Scenario Process

- ☐ Sim Center Outlook Calendar Scheduling
- ☐ Simulation Scenario Form

Sim Center Tour

- ☐ Patient Simulator Familiarization/Specific Capabilities
- ☐ Room Layout Familiarization
- ☐ Learning Space Audio-Visual/Control Room/Phones Familiarization
- ☐ Consumables/Meds Dispensing/Moulage Capabilities
- ☐ Student Orientation Process
- ☐ Student Confidentiality Agreement Form
- ☐ Simulation Center Staff Roles/Responsibilities
- ☐ Facilitator Roles/Responsibilities (Faculty & External Clients)
- ☐ Sharps Safety/Storage/Disposal
- ☐ Safety Walk-Around Inspection (Tripping Hazards, Fire Extinguishers, Fire Alarm Location)
- ☐ Safety Data Sheet Book (Hazardous Chemical Listing and First-Aid Procedures)
- ☐ Procurement/Inventory Procedures

Student Evaluation/Debriefing Process/Surveys

- ☐ Student Evaluation Process
- ☐ Student Debriefing Process
- ☐ Student Debriefing Form
- ☐ Survey Monkey Process
- ☐ Student Confidentiality/Permission to Record Forms

HANDS-ON SIMULATION TRAINING – MONTH 6

- ☐ Review CAE Healthcare Web Site – Patient Simulators & Learning Space A/V
- ☐ Review CAE Patient Simulator/Learning Space Handbooks
- ☐ Observe/Demonstrate Simulator Power-On/Power-Off Procedures
- ☐ Observe/Perform Patient Scenario Event using Muse Software
- ☐ Observe/Perform Birthing Scenario Event using Lucina and Muse Software
- ☐ Observe/Perform Ambulance Simulator Power-On/Power-Off Procedures
- ☐ Observe/Operate/Display Learning Space A/V Recording
- ☐ Observe/Operate/Display Ambulance Simulator A/V Recording
- ☐ Review CAE Healthcare Warranty/Technical Support Procedures
- ☐ Review Ambulance Simulator Warranty/Technical Support Procedures
- ☐ Observe/Demonstrate a Burn & Bruising Moulage using WDT Moulage Cookbook

SIMULATION ADVISORY BOARD – MONTH 12

- ☐ Review WDT Simulation Center Advisory Board Purpose Statements
- ☐ Review WDT Simulation Center Advisory Board Past Minutes
- ☐ Attend Semi-Annual WDT Simulation Center Advisory Board Meeting (if scheduled)

CHECKLIST COMPLETED

SIGNATURE _____ **Date Completed** _____
Simulation Technician

SIGNATURE _____ **Date Completed** _____
Simulation Center Director



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