

SUBJECT MATTER EXPERT REVIEW OF TAACCCT PROJECT DELIVERABLES

Background of Subject Matter Expert

The consultant is a former nurse educator who was one of the original ten (10) nurse educators in the U.S. to adopt and integrate high fidelity patient simulation into the curriculum starting in the 1997-1998 school year. Formerly he was the Chief Learning Officer for Medical Education Technologies, Inc., now known as CAE Healthcare, which is one of the "big three" manufacturers of high fidelity patient simulators. He now has his own company and is focused on assisting organizations to establish or expand their simulation programs in addition to faculty development around the use of this learning technology.

Strategy: Planning for Lab Modifications; Deliverables: Sim Lab Architectural Plan

The Health Science Simulation Center at Casper College is well designed and incorporates the principles of excellent simulation center design. These include the following:

- Separate control rooms to operate and control the patient simulators
- Medication administration prep dedicated space which replicates the "real" clinical environment
- Direct visualization of the simulated patient environment from the control rooms
- Separate spaces to debrief the learners following a simulated clinical experience
- The simulated patient care environments range from 140 to 200 square feet each (optimal space is a minimum of 180 square feet)
- Total square footage of the octagonal space is 3250 with a separate classroom on another floor of 670 square feet
- Dedicated space for a staff/faculty lounge which is rarely seen in simulation center design which includes a food prep area and restroom
- Adequate office space for simulation center staff and faculty
- Dedicated restrooms within the center (again rarely seen)
- Most rooms have windows to allow natural light into the simulation center
- Overall design maximizes space utilization while meeting local codes

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The consultant does have a concern however over the lack of adequate storage space. In his years of involvement in simulation center design, the number one mistake that people make is not planning and constructing adequate storage space. In reviewing pictures of the simulation center sent, there are numerous pieces of durable medical equipment (ventilators and other machines) stored in the hallways. The total square footage dedicated to storage is 1365 square feet. While this exceeds the usually recommended thirty-five (35) percent of total square footage, in speaking with the faculty member in charge of the simulation program, he said he could use more storage space. The consultant agrees with him.

Overall the consultant is impressed with design and space allocation in the Health Science Simulation Center.

Strategy: Establish Grant Management Team and coordinate meetings with education, business, and workforce partners; Deliverables: Grant Management Team Duties and Responsibilities Document and Meeting Minutes

The Grant Management Team (GMT) is an ad hoc committee, with representation from Casper College and community business partners, developed to maximize the success, integrity, and credibility of the Simulation Lab Project funded by TAACCT grant funds received from the Department of Labor. The membership is diverse with representation across the college and includes two members from external partners. The GMT has responsibility for the planning, budget, implementation, monitoring and evaluation of the simulation program. The duties under each of these areas are clearly articulated.

All meeting agendas and meeting minutes, with the exception of the first meeting as these were not available, were reviewed. General impressions include the following:

- The agendas are well constructed and organized
- Each meeting of the GMT follows the same agenda and also includes any new business
- The meeting minutes are succinct, clear and concise
- Attendance of the GMT members at meetings is documented for each meeting
- It was noted that the hospital system representative has missed most meetings which does not surprise the consultant

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- Financial reviews including expenditures are discussed on a quarterly basis

Highlights of the GMT activities include the following:

- High fidelity patient simulators were reviewed from the “big 3” vendors of this technology which is the prudent thing to do (October 22, 2012)
- The Dean of Health Sciences visited other existing simulation centers and reported back to the group (October 22, 2012)
- Facilities requirements were reviewed by the group with numerous pictures provided by the “big 3” vendors (October 22, 2012)
- A Project Manager was hired and introduced to the group (December 17, 2012)
- The Dean of Health Sciences reported that the faculty position would be posted and that the hiring of a clerical position would be done once the faculty position was on board (January 7, 2013)
- The group decided to move to monthly meetings with a set day and time established for the meetings (January 7, 2013)
- Project Manager reported that approval was received on January 10 for the re-purposing of space for the Sim Lab and that the Dean and her had met with the architects and engineers to begin the design process (February 4, 2013)
- The design that provided more space and did not require demolition was preferred and additional faculty input was being sought (February 4, 2013)
- Project Manager reported that they were moving forward with the RFP for equipment (February 4, 2013)
- The faculty position is posted and would be open until March 13 (February 4, 2013)
- The Project Manager and Assistant Controller met to discuss how to track and account for leveraged resources, indirect costs, and program versus administrative expenses (February 4, 2013)
- Bids for the control rooms/debriefing room and the Pyxis machine have been awarded and equipment had been ordered (April 8, 2013)
- Interview committee completed interviews with 4 candidates for the faculty position and that an offer had been made. Tentative start date for the position is June 3. (April 8, 2013)
- Status of remodel reported and it was on track (April 8, 2013)
- Outcome measurement process was outlined (April 8, 2013)
- GMT reviewed a draft of the Duties and Responsibilities for the GMT (April 8, 2013)

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- Status of remodel was reported including a couple of glitches but was on track but cautiously optimistic that the completion date still stands for the first part of June (May 6, 2013)
- Project Manager reported that David Bodily had accepted the faculty position and he would start June 3 and has a strong simulation and IT background (May 6, 2013)
- Clerical position will be posted on May 15 with a tentative start date of July 1 (May 6, 2013)
- Survey data had been collected from students (May 6, 2013)
- The Dean reported that David and her would be attending a simulation conference in July that will focus on interprofessional curriculum development (May 6, 2013)
- After the June meeting the group decided to move to quarterly meetings (May 6, 2013)
- David Bodily was introduced to the GMT (June 3, 2013)
- Remodel progression was reviewed and the completion date was June 14 (June 3, 2013)
- An audio-visual capture system will be installed and training will occur the week of June 17 (June 3, 2013)
- Sim Lab office position has been posted and so far they have 3 candidates (June 3, 2013)
- Summer/Fall schedule for conferences, equipment installation and training was reviewed (June 3, 2013)
- GMT met in the Health Sciences Simulation Center and were given a tour and demonstration of the functionality of the patient simulators (September 9, 2013)
- Appropriate signage, brochures and other promotional materials design was being done with the Public Relations group (September 9, 2013)
- Approval of grant modifications was received on June 13 for the Statement of Work changes to the project evaluation plan, program deliverables, project timeline and budget realignment (September 9, 2013)
- Project Manager and Assistant Controller were meeting quarterly to review all expenses and verify the allocation of the expenses to program and administrative costs (September 9, 2013)
- Assistant Controller had put together an approximate budget to actual of grant expenditures (September 9, 2013)
- Guadalupe Kerr was introduced as the new Simulation Assistant (September 9, 2013)

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- David and Lupe would be traveling to Texas for training with Gaumard Scientific on the patient simulators (September 9, 2013)
- No major adjustments to the work plan are needed as they move into the second year of the grant (December 2, 2013)
- Upcoming events after the first year were reported (December 2, 2013)
- Project Manager reported that the budget realignment was approved and acquisition of additional equipment (March 3, 2014)
- Contract agreement with Pegasus for development of a database system that will enable faculty to create Simulation Learning Units (SLUs) that can be stored in a secure system in order for the curriculum to be copied, adapted and shared across faculty and for multiple people (March 3, 2014)
- Signage for the simulation center had been installed (March 3, 2014)
- Project Manager reported on first summary evaluations from faculty and students (March 3, 2014)
- Simulation Assistant had accepted a new position within the School of Health Science and this creates a need to hire and train a new Simulation Assistant (March 3, 2014)
- Financial data was reported by the Project Manager (June 2, 2014)
- Work by Pegasus was completed in May (June 2, 2014)
- Simulation Center will be open in the summer and David's contract was amended (June 2, 2014)
- Program Manager reported on evaluation data (June 4, 2014)
- Only 1 applicant for the Simulation Assistant (June 4, 2014)
- Upcoming events over the summer were reviewed (June 4, 2014)
- Kimberley Grant was introduced as the new Simulation Assistant who started on June 23 (September 8, 2014)
- Activity in year 3 will be focused on interprofessional scenarios (September 8, 2014)
- A Work Study position has been approved for 10 hours per week (September 8, 2014)
- David reported that operationally the simulation center was increasing its load and faculty were buying into the paradigm of simulation education (September 8, 2014)
- David was investigating opportunities for various simulation certificates for simulation center staff and apply for provisional accreditation of the simulation center through the Society for Simulation in Healthcare (September 8, 2014)
- Financial data was reported and on budget (December 9, 2014)

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- Evaluation data from Fall 2014 was reported (December 9, 2014)
- Simulation Center usage data was being collected (December 9, 2014)
- Focus for spring semester is interprofessional scenarios which are very complex especially logistically (December 9, 2014)
- Financial data was reported by the Project Manager (March 2, 2015)
- Project Manager reported on the findings identified in the December site visit (March 2, 2015)
- Project Manager reported that all aspects of the work plan were on track (March 2, 2015)
- David reported that he was investigating 2 options for accreditation (March 2, 2015)
- David reported that interprofessional education simulation sessions were scheduled on Fridays and are on a volunteer basis (March 2, 2015)
- TAACCCT Grant participation data was reviewed with nursing having the largest number of participants (March 2, 2015)
- Project Manager reviewed financial data (June 15, 2015)
- Dean reported that she was successful in obtaining institutional support of the Simulation Center by securing an operational budget and continued funding for the staff and faculty positions (June 15, 2015)
- David reported on student and faculty survey results (June 15, 2015)
- Project Manager reported that budget modifications she submitted were approved (September 14, 2015)
- David reported that he anticipated submitting the application for accreditation in December with a site visit scheduled in March 2016 (September 14, 2015)

Respectfully submitted,
Thomas J. Doyle, MSN, RN
President & CEO
October 30, 2015

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