

Children'sTM

MINNESOTA SIMULATION CENTER

Planning Checklist

Simulation Contacts:
Logistics: Karen Mathias at 612-743-0856
Simulation clinical details: Barb Peterson at 320-224-4029

LOGISTICS

- A date has been set
- Session start times have been set

CONTRACTS, INSURANCE AND INVOICE

- Contracts are signed
- One contract is returned to Lorelei Noire at Children's Hospital
- Insurance is sent to _____
- Invoice is submitted to your accounting department
- A copy of the invoice and check are returned to Audra Gray at the Children's Simulation Center

MEDIA AND RECRUITMENT FLYER

- Media is contract as you choose, the media advisory document can be used as you see fit
- Recruitment flyer is posted or distributed as desired

SCENARIO PLANNING

- Who will participate in the conference call or on-site planning meeting?
- Identify the types of pediatric or neonatal patients that present the biggest challenge to your organization
- Gather organization crisis response policies (Dr. Blue, Rapid Response, etc)
- Identify equipment and supplies that are important to use appropriately in a crisis event
- Consider working on any performance improvement projects the organization is currently working on
- Identify any specific skills or knowledge points that could be highlighted during training
- Once logistics are determined, a Participant Confirmation letter will be provided via email to distribute to participants?