Simulation Operations Problem Solving Checklist

Anticipate Challenges in Advance of a Simulation Event

Simulation Event Name/Case:_____

- ❑ Consider element(s) of event most likely to fail
  Examples: Vitals monitor, manikin pupil dilation, learner schedule, inexperienced faculty

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- ❑ Plan for possible back-up strategies for issues identified above

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- ❑ Communicate with instructors in advance on possible issues and backup plans identified above
- ❑ Agree on threshold to move to back-up plan

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Act to Solve Problems During an Event

- ❑ Always consider the learning objectives for the event.

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- ❑ If problem(s) don't impact learning objectives or safety, continue with the event.
- ❑ If back-up plan exists from planning, move to it as necessary.
- ❑ If problem(s) impact learning objectives and/or safety, determine the ideal time to attempt a solution.
  - ❑ Immediately, in between cases, end of day

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- ❑ Communicate with the team as necessary.
  - ❑ Is someone needed to get extra supplies or equipment?
  - ❑ Is someone needed to help with instructors/learners?
  - ❑ Is there someone that has experience with the issue and can help?

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- ❑ Communicate with instructors/learners on impact issues have on the event.

Amend Problem Causing Issues After an Event

- ❑ Establish a theory of probable cause.

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- ❑ Test theory of probable cause to determine actual cause.
  - ❑ If probable cause proves to not be the actual cause, start again with new probable cause.
- ❑ Establish action plan and execute it.

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- ❑ Verify full system functionality.
- ❑ Document the process to resolve or prevent the problem in future events.
- ❑ Communicate the problem and solution to the team.