



# Creation of a Simulation Committee

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# Disclosures

**We have no disclosures to report**

# Overview

1. About Us (Our Simulation Center)
2. Objectives
3. Importance of a Simulation Committee
4. Key Steps and Stakeholders
- 5. Activity #1**
6. How to “Assess the Need”
- 7. Activity #2**
8. Discuss Membership/Topics/Agenda
9. Measuring Success Tools, Decisions → Action
- 10. Activity #3**
11. Our Simulation Committee Experience
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# WELCOME



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Danville, PA

# WELCOME



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# WELCOME



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About Us

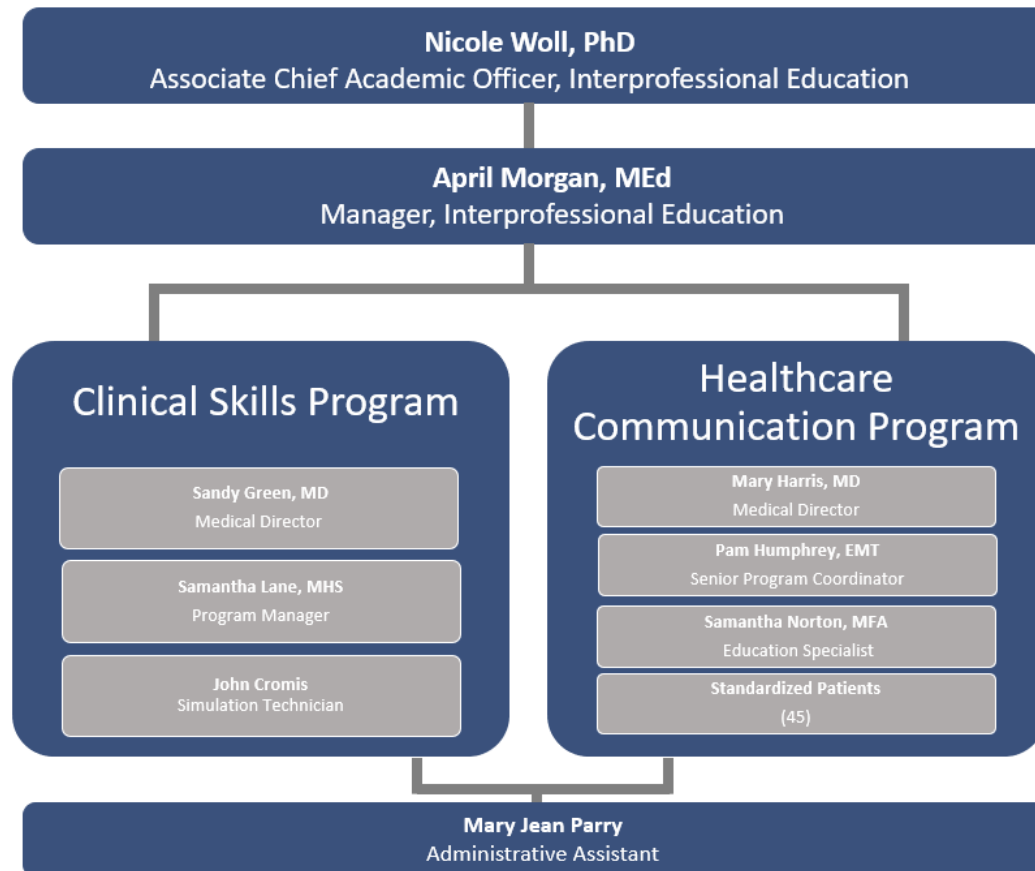
# Our Center

## Geisinger Education and Medical Simulation (GEMS) Center

- ✓ GEMS began in 2013
- ✓ Moved to new simulation center in 2017

# Our Center

## Geisinger Education and Medical Simulation (GEMS) Center





# Our Center

## Geisinger Education and Medical Simulation (GEMS) Center

### **2018:**

provided a total of 1,254 hours of simulation to 5,243 learners

### **2019:**

provided a total of 1106 hours of simulation to 5,421 learners

### **Learners:**

Physicians

Residents

Fellows

Medical students

PA

PA students

Respiratory

Pharmacist

EMS Providers

# OBJECTIVES

- ✓ Identify the need for a simulation committee at their institution
- ✓ Understand the benefits of such a committee
- ✓ Identify the individuals that should be included on the committee
- ✓ Develop an agenda/ discussion topic for meetings



## Worksheet

**Activity 1:** Compile a list of key stakeholders at your institution.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Activity 2:** Start to compile a list of questions that you would ask to assess the needs or create a questionnaire/ survey.

- 1.
- 2.
- 3.
- 4.
- 5.

**Activity 3:** Consider your current simulation center and think about a project/ activity that you feel needs to be addressed. Complete the measuring success worksheet for that project/ activity.

Name of Committee:

Chair:

Activity/ Project Title:

Indicate the goal area that this activity/ project supports:

Describe the activity/ project and how it relates to the goal area (strategic plan) above:

Consider the action plan and measurements of success and describe what successes your committee had in meeting the objectives:

# Why a Simulation Committee?

- Important to understand the needs of:
  - Simulation center
  - Learners supported by your simulation center
- Forum that allows stakeholders to share thoughts, ideas, concerns

# Steps to Developing a Simulation Committee

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**Identify Key Stakeholders**

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**Assess the Need for a  
Simulation Committee**

---

**Determine Individuals to be  
Included**

---

**Consider Input of  
Stakeholder**

---

**Decide the Frequency of  
Committee Meetings**

---

**Determine Topics of  
Discussion/ Agenda**

---

**AFTER THE MEETING:**    **Consider How to Measure Effectiveness**

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**Determine How to Put Decisions → Action**

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# Who are the Key Stakeholders?

- GME and UME Programs
- Nursing
- PA and NP Training
- Ancillary Staff (*Phlebotomy, Respiratory, Etc*)
- Practicing Physicians and Providers
- Administrative Personnel



# Activity 1



Compile a list of key stakeholders at your institution.

# Assess the Need

- Discuss in an open forum of key stakeholders
- Schedule meetings with key stakeholders to discuss
- Send out questionnaire or survey

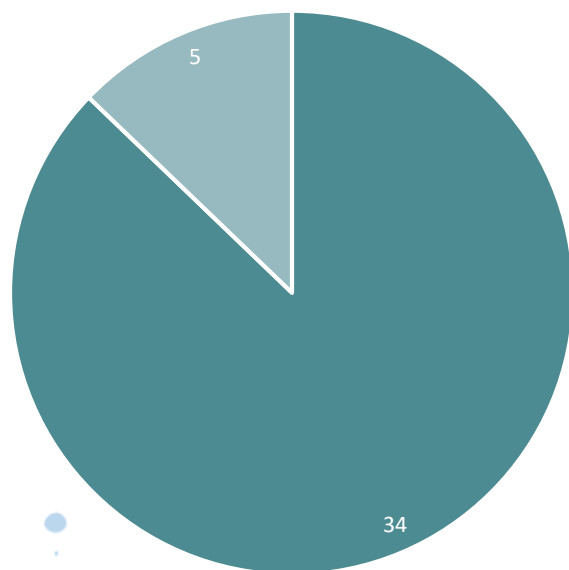


# Example Questionnaire

1. Do you feel a simulation committee is beneficial?
2. Do you feel that the simulation committee should have a voting membership?
3. If yes, who should attend as voting members?  
Program Directors, Associate Program Directors, Administration, Simulation Users
4. What areas do you feel the simulation committee should oversee?  
Simulation Purchases, Selection/ Creation of Mandatory Courses, Research
5. Please add any additional information that you feel would be beneficial in regard to the development of a simulation committee.

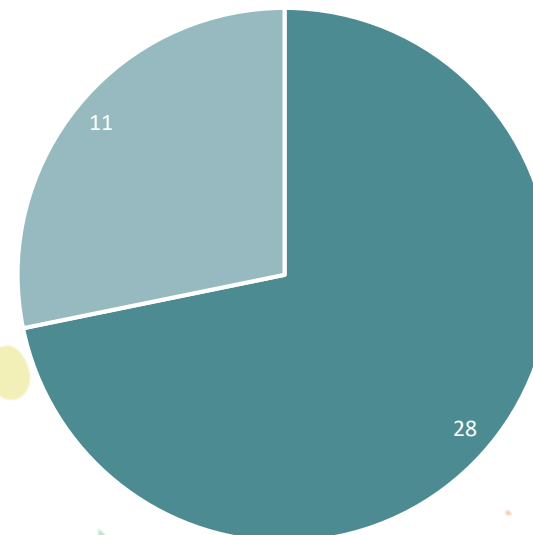
# Questionnaire Results

Do you feel a simulation committee is beneficial?



■ Yes ■ No

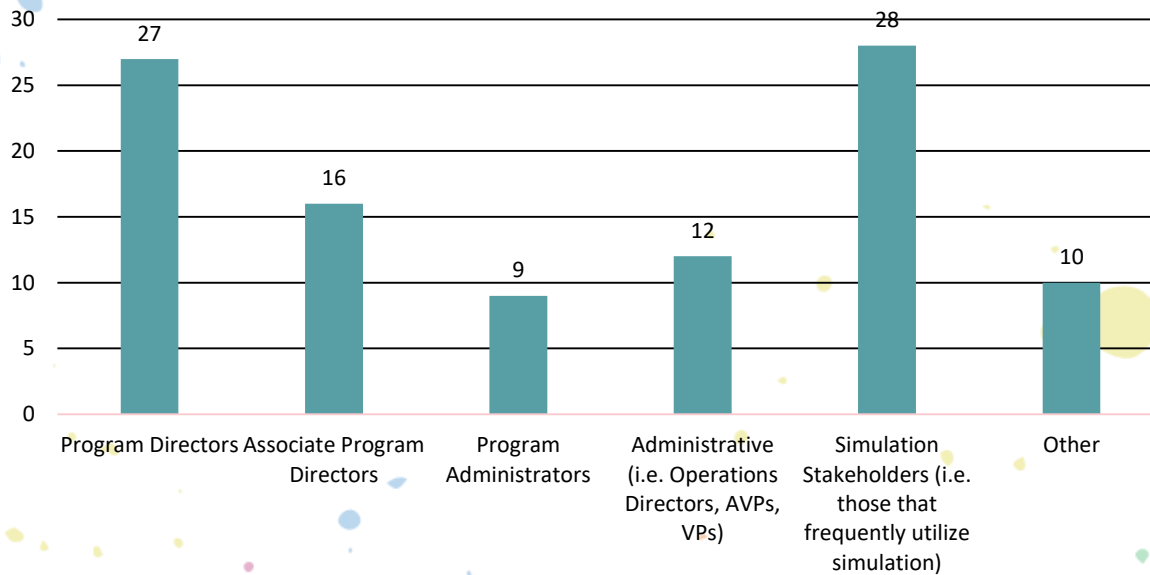
Do you feel that the simulation committee should have a voting membership? (i.e. voting on simulation purchases, development of courses, etc)



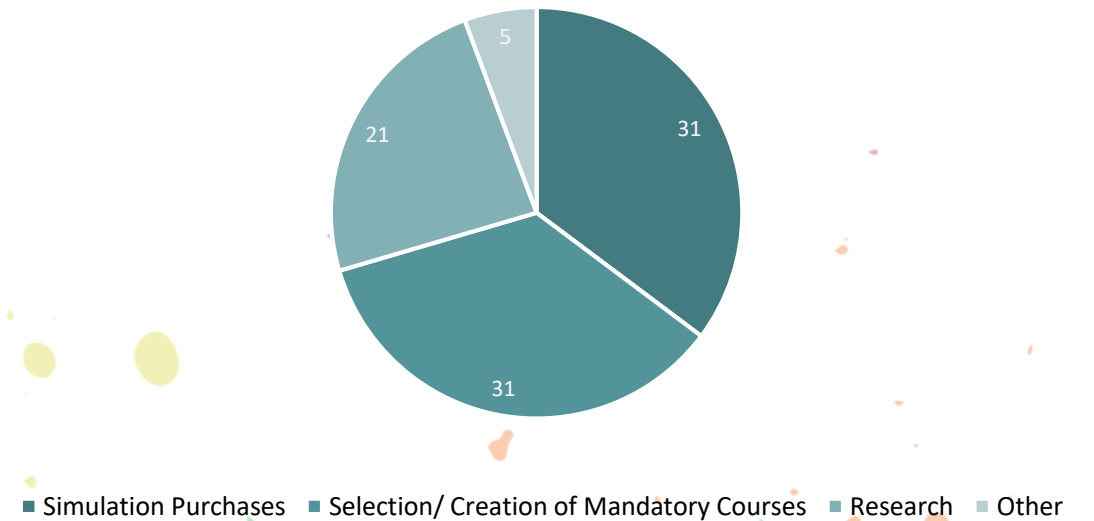
■ Yes ■ No

# Questionnaire Results

If yes, who should attend as voting members? (Select all that apply)



What areas do you feel the simulation committee should oversee? (Select all that apply)



# Activity 2



Start to compile a list of questions that you would ask to assess the needs or create a questionnaire/ survey.

# Membership

By this point you should have an idea of membership:

- Who should be included?
- What decisions will they help make?

# Voting Membership

Should your committee have a voting membership?

Considerations:

- Who will be voting members?
- What these members will vote on?



# Frequency of Meetings

Consider how often your simulation committee needs to meet:

- How often are purchases made?
- What time of the year are new courses developed?

Additionally, consider:

- How long the meetings should last (hours, minutes)?

# Topics/ Agenda

Consider:

- Who will determine the topics/ agenda?
  - Identify a chair if needed
- Will the topics/agenda rotate?
- Who will create and distribute the agenda?





# After the Meeting

- Ways to determine effectiveness
- How to put decisions into action

Consider:

- Creation of a strategic plan
- Measurements of success

# Decisions → Action

Be sure to take thorough meeting notes

Make a strategic plan

Utilize a measuring success tool

# Measuring Effectiveness

1. Attendance
2. Survey/ Questionnaires
3. Accomplishing goals/ adhering to strategic plan



# Example of Measuring Success Tool

## Measuring Success Form (Sample)

Name of Committee:

Chair:

Activity/ Project Title:

Indicate the goal area that this activity/ project supports:

Describe the activity/ project and how it relates to the goal area (strategic plan) above:

Consider the action plan and measurements of success and describe what successes your committee had in meeting the objectives:

\*adapted from Instruction Section ALA/ACRL\*

# Activity 3



Consider your current simulation center and think about a project/ activity that you feel needs to be addressed. Complete the measuring success worksheet for that project/ activity.

# Our Simulation Committee Development

Started in July, 2019

Bi-annually → Quarterly

Two hours → One hour

Transitioned from “interest group” to voting membership/ committee

# Review: Steps to Developing a Simulation Committee

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**Identify Key Stakeholders**

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**Assess the Need for a  
Simulation Committee**

---

**Determine Individuals to be  
Included**

---

**Consider Input of  
Stakeholder**

---

**Decide the Frequency of  
Committee Meetings**

---

**Determine Topics of  
Discussion/ Agenda**

---

**AFTER THE MEETING:** **Consider How to Measure Effectiveness**

---

**Determine How to Put Decisions → Action**

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# Take Home Points

1. Consider What is Best for **YOUR** Simulation Center

2. Adapt and Utilize the **SIX** Steps

3. Turn Decisions → Action

4. Be Sure to Measure Success



# QUESTIONS?

If you have any additional questions, please  
contact us via email at [smlee1@geisinger.edu](mailto:smlee1@geisinger.edu)

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# Creation of a Simulation Committee

## THANK YOU!

An illustration on the left side of the slide depicts a simulation training session. It features four stylized human figures in yellow, blue, green, and orange. The yellow figure stands on the left, holding a green line. The blue figure stands next to it, holding a clipboard. The green figure is leaning over a patient lying on an orange gurney. The orange figure is also leaning over the patient. The patient is covered with a purple blanket. The background is white with scattered colorful dots in yellow, blue, green, and orange.

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