

Sim Committee Template

1. Consult your organization or institution's guidelines on committee development.
2. Consider writing a policy and procedure for how the committee will function. This will standardize your meetings in an official capacity.
3. Identify system process or communication concerns to form objectives of the committee.
 - a. Example: **Topic** – outside faculty members are not aware of changes to processes within our center.

Objective – provide updated information on processes and equipment to faculty.

4. Create topics the committee will discuss. Examples to follow:
 - a. Debriefing styles
 - b. Writing scenarios
 - c. Creating scenario objectives
 - d. Time management of simulation experience
 - e. Simulators and task trainer capabilities
5. Identify your members. Create a list of all faculty members that you would like to attend your meetings. This should include faculty that run simulations and perform task training within your center as well as leadership on units where insitus are run.
6. Create a schedule
 - a. How often will your meetings be held (i.e. quarterly, monthly)
 - b. How long will your meetings run – determined by your agenda timeline
 - c. How often will you meet to plan your meetings
7. Delegate SOS team members to roles within the committee.
 - a. Roles rotate between SOS every meeting
 - b. Committee Chair
 - i. Creates agenda for the meeting
 - ii. Sets up planning and run through meetings prior to committee meeting date
 - iii. Communicates topic for discussion and agenda with the rest of the SOS team
 - c. Co-Chair
 - i. Takes attendance at committee meetings
 - ii. Writes meeting minutes
 1. Choose a consistent format
 2. Make available to members in a shared drive
 - iii. Share meeting minutes and content from the meeting with the committee members
 1. i.e. post on website, email listserv
 - iv. Sets up and records Zoom for meeting with members who cannot be physically present

8. Create an agenda and timeline
 - a. Sign in and call to order → 10 minutes
 - i. Co-chair
 - ii. Team introductions, goals of meeting, topic of discussion
 - b. Review from last meeting → 5 minutes
 - i. Chair
 - c. News → 5 min
 - i. Chair
 - ii. Reviews updates to center i.e. changes to reservation form, new simulators, new task trainers available, new policies
 - d. Topic → 20 min
 - i. Content expert
 1. Ex: educator talking about debriefing styles
 2. Ex: SOS talking about simulator features
 - e. Discussion → 15 min
 - i. Chair
 - ii. Opens topic for discussion among committee members
 - iii. Answers questions and concerns
 - f. Close → 5 min
 - i. Co-chair
 - ii. Announces topic for next meeting
9. Create a rotation schedule for SOS members
 - a. Chair:
 - i. Co-chair:
 - b. Chair:
 - i. Co-chair:
 - c. Chair:
 - i. Co-chair:
 - d. Chair:
 - i. Co-chair: