



# FLORIDA SIMULATION CENTER SIGN-IN COURSE AND EVENT PROJECT

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## Abstract

### Background:

In 2019 there were 15,000 learners who attended events in the Florida Simulation Center.

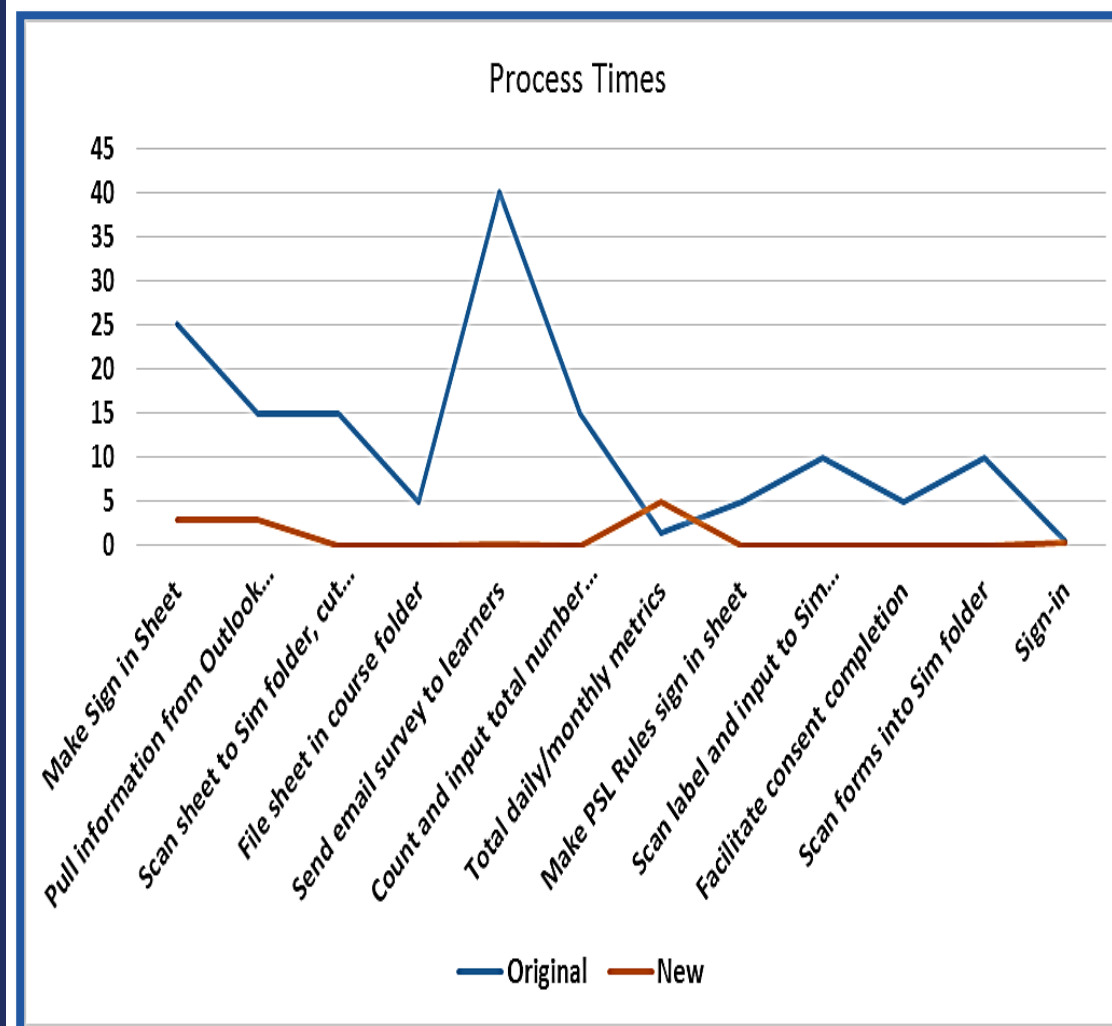
The outcome was to design a system to improve work flow, build/acquire technology to implement a more efficiency protocol for check-in and to implement a new process for collection of metrics.

The goal of this project is to improve the project initiation and reporting time from 33 hours per month to 14 hours per month in 3-6 months. Project initiation encompasses the setup and enrollment into Simulation Center courses. The reporting time encompasses monthly report creation and follow up survey execution and reporting.

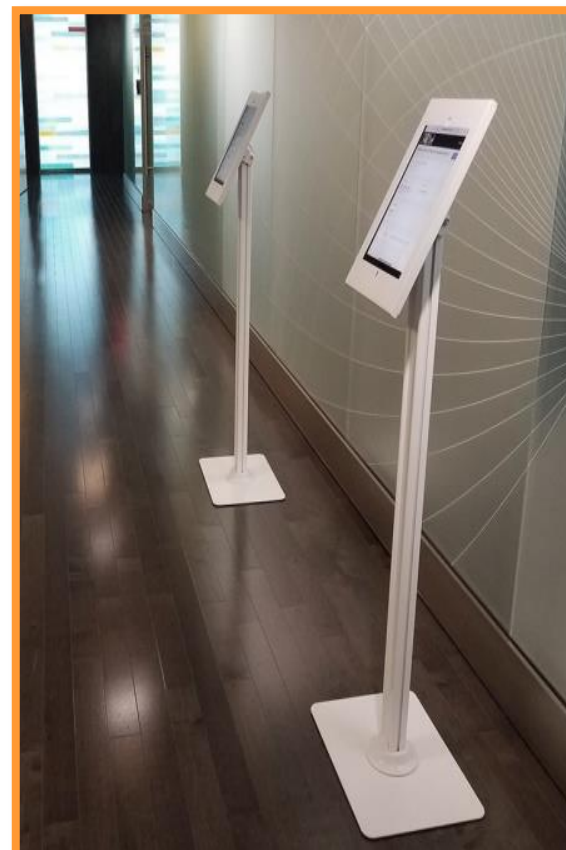
Year	# of Learners	Total # of Participant	Learner Hours	# of Learning Events	Total # of Events
2019	13,914	15,456	37,794	1,307	2,787
2018 Total	13,033	14,734	30,761	1,459	2,545
2017 Total	9,726	10,060	27,391	819	1353

## Define

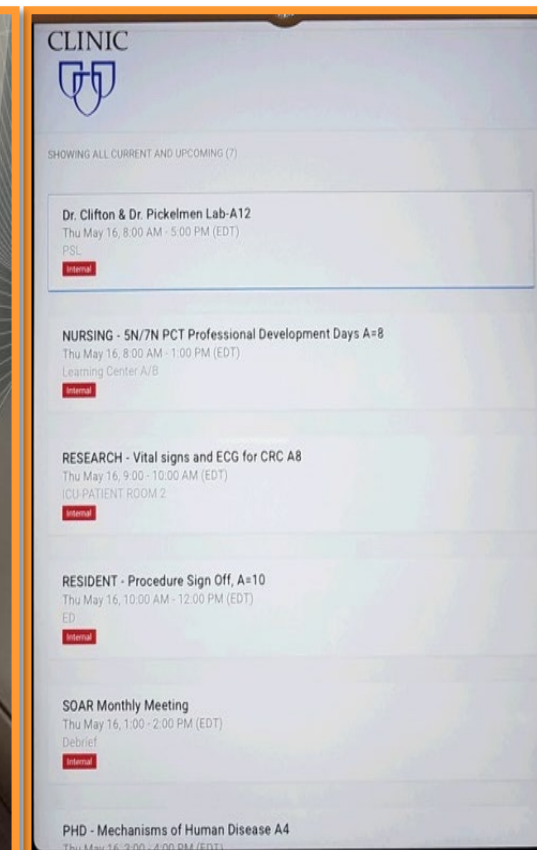
The identified gap in quality is the extended amount of time required to setup and document learners, consents and metrics of Simulation Center courses, faculty, and learners.



### I-PADS



### DAILY COURSES



## Measure

The baseline performance measure of course initiation and reporting time was measured as a sample:

- Daily for 3 months and was calculated to be 33 hours per month on average or approximately 1 hour and 40 minutes per day,
- Equivalent to approximately 20% of the Administrative Assistant's FTE.
- Sources of data: Administrative Assistant Time Study- Data collection methods: Manual recording of time prior-99 working hours over 3 months.
- Following the intervention: 28 working hours over 2 months.

## Analyze

Upon analysis, factors contributing to the gap included:

- Illegible handwriting on the sign-in sheet requiring the collection of more than required information (person ID) from learners as a back-up identifier
- Scanning sign in sheets and consent forms
- Sending email surveys
- Locating and inputting person ID onto sign in sheet
- Calculation of metrics
- Creation of sign in sheets from manually input from calendar appointment data.
- Paper and Ink waste

## Improve

We implemented the Corsizio, SaaS to decrease the course initiation and reporting time by the following:

- All data was collected digitally so there was no need for manually inputting or scanning the sign in sheets or the consent forms.
- The software allows the sending of a survey to all course enrollees with only 3 clicks of the mouse.
- Data is exported to excel and versus, the manual input and calculation of the metrics.
- Premeasurement of the course was completed from the date of implementation (May 6, 2019) through the submission of the application. (July 1). Approximately a month (39 day sample showed the rate had decreased by 19 hours or 57.5%.
- QR Codes for faster check-in



## Control

- The lessons learned include the value of engaging the vendor with clear expectations of what you need from them for the SPAD process and technology orders for items not already included in the IT Connect catalog.
- The intervention of implementing the SaaS product Corsizio has been approved as a preferred vendor.
- Is currently in consideration to be rolled out at the other enterprise locations as well as expanded use with other departments through Mayo Clinic Florida.

