

CSL Staff Policy:

The CSL is to provide appropriate resources for all approved simulation based educational requests including trained CSL staff.

Procedure**Core CSL Staff**

Simulation Specialists, SP Educators and Administrative Staff will report to the Director of Simulation Education and Operations. All CSL staff will interact, or have the potential to interact, with faculty and instructor personnel. Once a simulation session is scheduled, the designated Sim Specialist or SP Educator will have direct contact with the instructor to ensure that the necessary preparatory work for the session is Complete – including scenarios and media files.

Support Staff: The CSL is supported by other units of the LCOM and UVMHC:

- LCOM Technology Services: supports the CSL.
- LCOM Office of Medical Student Education: access to the Finance and HR Administrator who oversees the CSL budget income and expenses.
- LCOM Dean's Office: access to the Assistant Dean of Facilities.
- LCOM Teaching Academy: access to the Evaluation and Research Specialist.
- UVMHC: access to the EHR Trainers for the ongoing coordination of the training environment and to provide EHR instruction to medical students.

Clinical Simulation Fellowship

The Clinical Simulation Laboratory at the University of Vermont offers a yearlong ACS/AEI Accredited Fellowship in Simulation. Goals of the fellowship are to identify, train and mentor individuals who will:

1. Understand and apply learning theory to a full range of simulation based activities, curriculum development and learner assessments
2. Apply evidence based/best practices in simulation based instructional design, facilitation/debriefing and formative and summative learner assessment
3. Develop, implement and analyze ongoing program evaluation to assure continuous quality improvement
4. Apply best practices in mentoring to advance work of learners and faculty.
5. Become future program directors of simulation programs.
6. Contribute to the community of practice through dissemination of scholarly work and scholarship in research and innovation
7. Become leaders at the local, regional, national and international level within simulation societies and association through Committee work, appointed or elected office.

The CSL provides a conducive educational environment, formal training on and offsite, support for conference fees and offsite training fees, one on one mentoring, introducing fellows into the community of practice and support ongoing efforts to reach these goals.

The fellows will commit to:

1. A 37.5 average work week (time off for sick and vacation)
2. Availability on off hours with advance notice
3. Join the UVM LCOM Teaching Academy
4. Keep records with forms provided
5. Meet as agreed with mentors and advisory Committee
6. Meet deadlines for assigned projects
7. Present locally, regionally and nationally/internationally
8. Provide or find partial funding for travel, hotels

and accommodations Clinical Responsibilities: General

1. The home department shall set Compensation, with no remuneration by the Clinical Simulation Laboratory at the University of Vermont.
2. The home department shall set the fellow's:
 - a. Clinical responsibilities.
 - b. Vacation/Educational Leave- Vacation, or other time off, must be Communicated and scheduled with the Clinical Simulation Laboratory at the University of Vermont.

Selection of Fellow into the Surgical Simulation Program

1. Application process opens Jan 1-15 of the fellowship year which begins July 1 and ends June 30th the next year.
2. The applicant makes their intention known to the department chair and or program director and seeks their approval.
3. The applicant emails the Director of the Fellowship and make an appointment to meet.
4. At that meeting, Director reviews the program goals and objectives and responsibilities. The fellow shares interest in simulation and personal goals for year fellowship.
5. The applicant follows up with an email of intent and includes email that shows Chair and or program directors approval.
Deadline Feb 15
6. Applicant request are brought to the Selection Committee which includes the Director of the ACS/AEI, the Surgical Simulation Director and the Director of the Fellowship.
7. The intent of the applicant and the likelihood that the fellowship will be Completed are considered and decision made and acceptance letters send out by no later than- May 1st.
8. Fellowships will be announced on all UVMLCOM, UVMMC and other websites.

Faculty

Primary Faculty	Positions
Cate Nicholas EdD, MS, PA, FSSH	Director of Simulation and Education Co- Director of Fellowship
Alia Aunchman, MD	Co-Director of ACS/AEI Fellowship
Vincent Miller, MD	Director of Clinical Simulation
Nancy Lemieux, MSN, CHSE	Director of Nursing Simulation CNHS
Sarah Page Med	Lead Sim Specialist
Shirley McAdam, CHSE	SP Educator
Bob Bolyard	SP Educator

Simulation Elective – MD-2000 – Healthcare Simulation (“Sim-Tern” Program) This course is available to 4th year medical students of the UVM LCOM.

Course Description: To provide students with basic skills in simulation based methods of medical education including teaching, formative and summative evaluation. Simulation is the cutting edge of medical education today, and will likely play a role in your learning experience as a resident. The simulation month is an opportunity to practice skills that will serve you well in the future. Learn to put in a central line, help run a code, practice delivering babies, work on your laparoscopic skills, practice intubating and bag masking manikins of all sizes. You can learn what a ruptured eardrum looks like through the scope, perform an endoscopy or colonoscopy... the list goes on and on!

During the month, you will develop a training tool for other medical students or residents based on your personal interests as well as CSL needs with the help of the Director of Simulation Education and Operations, the Senior Simulation Specialist, the Standardized Patient Educators and the Faculty.

Activities may include Standardized patient teaching or summative assessments, task training activities, mixed modality or hybrid simulation or manikin based team training activities. This rotation meets the teaching requirement for graduation and is a great addition to your curriculum vitae.

Preparation: Completion of 3 sessions on simulation based medical education methods with the Education Director:

1. Basics of simulation based medical education
2. Debriefing techniques
3. Creating scenarios

Responsibilities: Each Sim-Tern is expected to:

- Add to our annotated simulation based medical education bibliography.
- Choose a procedure that interests them or one that we, or a faculty member, have identified as a priority. Use a standardized template to develop a workshop, or a course, that focuses on a specific level of learner. The workshop or course may contain a PowerPoint presentation, procedure description, checklist appropriate to the learner, video, and references.
- The Senior Simulation Specialist will assign the Sim-Terns to activities of interest to the student that are taking place in the lab. The Sim-Terns will work side by side with the Sim Specialists. They will learn how to set up equipment, operate the manikin, and break down the session.
- The Sim-Terns may teach in any of the Clinical Skills sessions that are running within the Foundations course during the month of their rotation – working together with the standardized patients.
- The Sim-Terns may be asked to give feedback on the performance of medical students.
- The Sim-Terns may be called on to role play a 4th year medical student, or resident, in a scenario if needed.
- The Sim-Tern may be asked to represent the lab during a visit by the press or provide tours for visitors during business hours.

Assessment:

- The Director of Simulation Education and Operations will assess quality of article annotation and provide the student with feedback.
- The procedural course that is developed by the student will be reviewed by an expert and feedback will be provided directly to the student.
- The Senior Simulation Specialist and/or SP Educators will provide feedback on the student's performance to the Director of Simulation Education and Operations.

Periods Available: Feb-Oct

Duration: 2-4 weeks

Number of Learners: 1-3 per month

Prerequisites: Successful Completion of 1st, 2nd and 3rd year curriculum.

Restrictions: Pre-Approval by cate.nicholas@med.uvm.edu