**Pre-Brief Checklist**

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| **Introductions: (self / participants)** <br> Get students talking! <br> (e.g.: what are they excited about and / or concerned about related to the simulation – (SIM)? By getting students talking they become active participants) | ✓ |
| **Honor Code:** Reinforce the SIM Agreement, <br> **Including:** <br> *Mutual respect with peers and facilitators <br> *Giving and receiving feedback (from peers and facilitators) <br> *Sharing insights to improve team learning | ✓ |
| **Discuss Creating and Maintaining a Safe Container for Learning** <br><br> **(OPTION: you can have students describe what a "safe container" for learning looks like for them)** | ✓ |
| **WHICH INCLUDES:** <br> * **Participant Safety:** The SIM is an experience where it is safe to make mistakes and learn from them (NB: formative evaluation) | ✓ |
| * **Team Learning:** Facilitator communicates team approach to learning (responsible to prepare, has the right to speak and be heard, responsibility to listen, be respectful, all perspectives are valued) | ✓ |
| | ✓ |
| * **Roles:** Review roles in the scenario (facilitators as - doctor, patient, client, family). Review participant roles – active healthcare provider versus observer role. Students take turns *doing* and *observing.* | ✓ |
| *** Time Outs:** Discuss the opportunity to call a "time out" at any time during the SIM or alternatively to ask questions whenever clarification or support is required throughout the day (during the pre-brief, SIM, and debrief). | ✓ |
| **Fiction Contract:** Make explicit which dimensions of the scenario may lack realism and despite this, ask participants to engage in the scenario as though it was a real situation**.** <br> Review what aspects of realism are modified (e.g. "you will find the brachial pulse a little lower than expected in this band right here") and let students know what tasks / procedures they can perform or not (e.g.: "inject medication here"). | ✓ |
| **Review of Case Scenario and Maintaining Confidentiality** | |
| **Event Logistics:** Review the flow of events for the day (i.e.: event timing, event flow, group size, other roles, other) | ✓ |

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| **Clear Statement of Purpose**: Review the learning objectives / goals of the SIM (have these on a white board or other learning aid to be visible to students and facilitator). | ✓ |
| **Validate Learner Readiness:** Confirm that preparatory activities have been completed and students have read over the scenario. Ask for volunteers to start and / or assign roles. | ✓ |
| **Participant Evaluation:** Makes clear what assessments will take place during the simulation and overviews assessment tools or grading rubrics or checklists, etc. Ensures participants are aware of formative / summative/ high risk evaluation and explain the selected approach. | ✓ |
| **Scenario Confidentiality:** Review confidentiality of scenario and any other policies or / and procedures (e.g.: consent to record the SIM) | ✓ |
| **Participant Considerations:** discuss triggers that can occur in experiential learning experiences that have the potential to cause emotional upset or distress. Identify for participants resources that are available if this were to occur. | ✓ |
| **Review SIM Case Scenario and Patient Background** Review background information and current state at the start of the SIM. (e.g.: "today we have Mr. Andy Johnson, he arrived on the medical floor here at Camosun Hospital at midnight…etc.) | ✓ |
| **Orientation to Physical Space and Equipment:** **Including:** * Patient report / chart or other resources (e.g. :lab work) * Simulator capabilities and room set-up *Room tour and key equipment | ✓ |
| **Readiness:** Ensure everyone (participants and facilitators) and everything (equipment, simulators …etc.) is ready to start the SIM. | ✓ |
| **Begin the Simulation:** Ensure that participants are clear about when the SIM will start. | ✓ |

(This "Pre-Brief Checklist" was adapted from Collette Foisy-Doll's "Facilitator Pre-briefing Checklist". This checklist Implements Simulation using *INACSL Standards of Best Practice: Simulation – Professional integrity, Facilitation, Facilitation, Debriefing, Sim-IPE, Simulation Design, Outcomes and Objectives, Operations* (2016; 2017).)