General Simulation Structure
Managing a Simulation

Please note: The structure below is a general structure for simulation-based trainings. Each simulation-based training module will have its own *Managing a Simulation Instructor Resource*, which will be specific to that module.

Step 1: Coaching participant and planning for simulation

- Ask each participant a question to prep for the simulation. Some examples include:
    - What's your plan?
    - What are your goals for this simulation?
    - What information do you want to gather?
    - What information do you want to share?

> **Instructor note:** The questions asked to each participant may vary slightly by module based on the goals of each simulation. This is an informal conversation to make sure participants have a plan prior to simulation to achieve the goals of the simulation. Please do not tell the participants what to do in the simulation, but ask them guiding questions to support the participant to demonstrate best practice and to achieve the goals of the simulation.

- Remind participants they can time-out at any time during the simulation by saying "time out" and then returning to the training room.
- Remind participants to provide the Standardized Client (SC) or Standardized Attorney (SA) their participant ID at the end of their simulation.

Step 2: Participants enter the simulation room and interact with the standardized client for the designated period of time.

- **Participants may decide to time-out during their time in the simulation.**
    - **The time-out process consists of:**
        - The participant should say "time out" and return to the training room.
        - The instructor will pause the timer.
        - The SC will stay in the simulation room. Audio and video should be muted at this time so the SC cannot hear the time out discussion.
        - The instructor will lead a debrief with the participant by asking them: What made you time-out?
        - Instructor and peers will provide the participant with support and coaching to re-enter the simulation.
        - When the participant is ready, they will re-enter the simulation for the remaining time left.
- Once the simulation time is complete, the instructor will let the participant and SC/SA know the time is up.

- o Remind the participant to provide the SC/SA with their participant ID
- Participant enters the training room

Step 3: Electronic Reflection Forms (Located here: http://www.pacwrc.pitt.edu/forms.htm)

- SC/SA completes the Standardized Client/Attorney Reflection Form in the simulation room (or in the room as applicable for the simulation)
- Participant who just simulated completes the Participant Reflection Form
- Observers complete the Observer Reflection Form

Step 4: SC Feedback and Debrief with participant

- Feedback and Debrief with the participant should not begin until the SC/SA, Participant and Observers have completed their electronic reflection forms, and the SC/SA has entered the training room.
- Once the SC/SA is in the training room, the instructor asks the participant something similar to the following:
  - o How do you think your simulation went?
  - o What went well?
  - o What was something you would have liked to go better?
- The SC/SA listens to the participants response to guide their feedback and remains in their role
- SC/SA provides performance level feedback in the form of: "When you did this….I felt this…."
- After the SC/SA has given their feedback, instructor thanks the SC/SA using the name of the role they are portraying. For example: Thank you, Reggie.
  - o The SC leaves the room immediately after providing their feedback (SA would stay in the room, based on the simulation)

Step 5: Wrap-up with participant

- Ask the participant if they have anything else they want to add after hearing from the SC/SA.

> **Instructor note:** When applicable, share any key points about performance level feedback the SC/SA did not cover. This should include only any critical areas of performance level feedback the SC/SA did not cover and should be short and concise.

- Address any practice concerns or questions which arose during the simulation that need to be addressed in that moment.

Step 6: Use the Instructor Guide (IG) to follow any module specific next steps.