

Pre-brief checklist- topics to cover during a standard introduction to a simulation activity, course, and/or event

Pre-brief: An information or orientation session held **prior** to the start of a **simulation** activity in which instructions or preparatory information is given to the participants. The purpose of the pre-briefing is to set the stage and assist participants in achieving objectives for a simulation activity.

I. Basic Welcome

- State title of the course
- Participants sign in by scanning the designated QR code and choosing the assigned course
- Introduce self and other course facilitators
- Share what the facilitator role will be during the course (*e.g. facilitate the scenario, take notes to share during the debrief, lead the debrief following the activity, observation, embedded participant, etc.*)
- Go around the room and do introductions
- Clarify expectations and establish ground rules
- Share simulation center's social distancing guidelines
- Touch on logistics, restrooms, water fountain, phone and computer access

II. Course Details

- Share the course objectives
- Communicate what type of assessment will take place (*e.g. formative/summative, pre-tests/post-tests, performance checklist, etc.*)
- Handouts/syllabus

III. Psychological Safety

- Express the importance of confidentiality within these walls
- Convey the fiction contract (*e.g. "I agree to make the simulation as real as possible within resource and technology constraints, can you agree to do your best to as if everything is real?"*)
- Reinforce the concept of simulation as a learning environment (*e.g. "Mistakes are puzzles to be solved, not crimes to be punished"*)
- Point out the cameras in the rooms and let the participants know if you plan on recording and for what purpose (*complete additional QR code if recording*)
- Inform participants if there is anyone observing via live through learning space and for what purpose (*e.g. "One of the Simulation Education Specialist's will be observing my facilitation live through the learning space software in order to provide me with some feedback following this course."*)
- Basic Assumption: *"We believe that everyone here is intelligent, capable, cares about doing their best, and wants to improve."*
- If something happens that is not part of a simulation, inform learners how they will be notified

IV. Environment

- Introduction to simulated environment, including the manikin and equipment, to be conducted by Simulation Operation Specialist (SOS) or facilitator (*to be determined prior to the course*)