# Northwestern Simulation Policies

Applicants *approved* to receive McGaw funding for new or previously funded curricula must adhere to the following policies and procedures. Please comply with these policies to ensure our ability to deliver the curriculum as intended. These policies apply to all events involving students, residents, fellows, attendings and all other participants.

## Maintaining a Safe Simulation Environment

We expect a safe learning environment at Northwestern Simulation. Learners, standardized patients (SPs), faculty, and staff must be treated respectfully and professionally. To create a space where all participants share their ideas, values, and attitudes without fear of negative feedback from others, we recorded a video on creating a safe learning environment. All Course Directors and faculty are required to review this video before implementing their curricula. To access the video, please follow these steps:

1. Go to: <https://feinberg-northwestern.hosted.panopto.com/>
2. Follow the prompts to sign in with your **Northwestern University NetID** (if prompted, select "NU ADFS" from the drop-down)
3. View the Simulation Safety video: [https://feinberg-](https://feinberg-northwestern.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b3897e08-f4ef-4d85-b623-aeda01385ce7) [northwestern.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b3897e08-f4ef-4d85-b623-](https://feinberg-northwestern.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b3897e08-f4ef-4d85-b623-aeda01385ce7) [aeda01385ce7](https://feinberg-northwestern.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b3897e08-f4ef-4d85-b623-aeda01385ce7)

Simulation instructors must have experience or formal training in proper feedback and debriefing techniques. Northwestern Simulation offers faculty development consultation on these techniques. For further information, contact [simed@northwestern.edu.](mailto:simed@northwestern.edu)

Video recording or photography is *only* allowed in Northwestern Simulation by any faculty, staff, or course participants *with prior authorization and approval* by Northwestern Simulation. Send requests for video or photography at least **four weeks** before the event to [simed@northwestern.edu.](mailto:simed@northwestern.edu)

## Additional Faculty

The Course Director must arrange all teaching and supporting faculty. If you need assistance identifying content experts to facilitate a curriculum, please notify us by email before the curriculum application submission.

Otherwise, Northwestern Simulation faculty will not be available on the day of the event.

A Feinberg faculty member is required to guide instruction during curriculum events. Senior residents are permitted to assist in teaching with faculty present. Outside content experts and industry representatives cannot instruct residents or fellows at any point. Industry representatives are *only* allowed to provide instruments/equipment and show functionality. In the event that a visiting professor (non-faculty) will be teaching, a request must be made by email to [**simed@northwestern.edu**](mailto:simed@northwestern.edu)at least one week before the event to for Northwestern Simulation leadership approval.

# Northwestern Simulation Policies for GME Course Curricula Accepting McGaw Funding

## Altered Curriculum

Any changes to the curricula that occur after approval of the original request for resources must be submitted to Northwestern Simulation at least **four weeks before** the course event(s). Such curricular changes include, but are not limited to, modifications to requested simulation space, course duration, simulation equipment, requested specimens, and the number of learners. Additional resources will be approved based on availability and existing McGaw funding; we cannot guarantee that we will be able to accommodate changes.

Curriculum resource changes must follow this process, or they will not be approved for funding and may require additional funding from the department sponsoring the curriculum.

## Scheduling

Once approved to receive McGaw Funding, contact the Simulation Program Coordinator at [simed@northwestern.edu](mailto:simed@northwestern.edu) to schedule your sessions as soon as possible. Curricula approved for FY25 funding may be scheduled, but they may not start until September 1, 2024.

* All space and time will be allotted first come, first served.
* Course directors will be asked to attend an intake meeting to discuss the details of their curriculum at least four weeks before their first session.

**All curriculum sessions should be scheduled Monday through Friday during regular business hours, 8:00 am-5:00 pm. However, if there is a need for "off-hours" curricula, please submit a request in writing justifying this need to** [**simed@northwestern.edu.**](mailto:simed@northwestern.edu) **The simulation leadership will consider each request on an individual basis.**

* Course Directors approved to implement curricula needing nurses must submit a written request at least **four weeks** before the scheduled course event(s). We require all details, including information about SPs, SP cases, and associated assessment tools/checklists (used by the SPs) **eight weeks** before new events and **six weeks** for recurring events. This allows time to cast and train SPs. For larger events, more lead time may be requested. For events that only use procedural skills models (partial task trainers) and do not require case material, we request a **four-week** notice for new events and **three weeks** for recurring events. Failure to follow this requirement may result in the unavailability of SPs, nurses, or other simulation confederates. All SPs, nurses, and confederates must be arranged through Northwestern Simulation.
* All hi-fidelity medical simulation clinical cases must be submitted to Northwestern Simulation **at least two weeks** before the scheduled course event(s). The technicians need time to become familiar with the case, program the mannequins, and have the room(s) ready when you arrive.
* For curricula involving cadavers, events should be scheduled **eight weeks** in advance to allow time to order the tissue. Once the event is scheduled, the date cannot be changed and funding for cadavers will be forfeited.

# Northwestern Simulation Policies for GME Course Curricula Accepting McGaw Funding

## Cancellations and Rescheduling

All cancellations must be received in writing more than **five business days** before the scheduled event. These cancellations *will not* incur any penalties and are eligible to reschedule with full services (see exception above for curricula involving cadavers which require **eight weeks** notice).

* Cancellations received more than **five business days** before the scheduled event will be allowed to reschedule. However, these sessions will forfeit funding allocated for standardized patients or nurses. If the event is rescheduled, these charges will be billed to the department hosting the event. If the event is not rescheduled, the funds allocated to the canceled event will be forfeited.
* No shows or cancellations received less than **five business days** before the scheduled event will forfeit all funding for the event and may not be rescheduled.

## Quality Improvement

Several McGaw-approved renewal curricula will be randomly selected for a quality review by the Northwestern Simulation faculty staff and tech team. All new curricula will be subject to this review. During this process, simulation sessions will be observed to provide formative feedback to the course directors. Formal written responses to feedback will be required in the following year's resubmission application.

## Additional Funding

If McGaw-approved courses receive additional funding (i.e., grants), budgeted funds must be applied to the course. The resulting surplus McGaw funds may be used by the same department for other courses occurring within the same fiscal year, pending approval from Northwestern Simulation. **Unused McGaw funds at the end of the fiscal year will be forfeited.**

**Research**

Any research performed at Northwestern Simulation must have approval from the Northwestern University Institutional Review Board. The Vice Dean of Education must approve all educational research involving McGaw students, residents, or fellows.

**Please contact Northwestern Simulation at** [**simed@northwestern.edu**](mailto:simed@northwestern.edu) **with changes to curriculum, scheduling requests, alterations to funding allocation, and cancellations.**