

# Northwestern Simulation Policies for GME Course Curricula Accepting McGaw Funding

Applicants *approved* to receive McGaw funding for new or previously funded curricula must adhere to the following policies and procedures. Failure to comply with these policies may compromise our ability to deliver the curriculum as intended.

## Maintaining a Safe Simulation Environment

We expect a safe learning environment at Northwestern Simulation. Learners, standardized patients (SPs), faculty and staff are to be treated with respect and professionalism. Simulation instructors are expected to have experience or formal training in proper feedback and debriefing techniques. Northwestern Simulation offers faculty development courses on the techniques. For further information contact [simed@northwestern.edu](mailto:simed@northwestern.edu).

## Additional Faculty

All teaching and supporting faculty must be arranged by the Course Director. If assistance is needed in 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.

An attending physician or a Feinberg faculty member is required to guide instruction during curriculum events. Senior residents are permitted to assist in instruction with faculty present. Outside content experts and industry representatives are not permitted to guide residents in instruction at any point. Industry representatives are only allowed to provide instruments and show functionality.

## Altered Curriculum

Any changes to curriculum that occur after approval of the original request for resources must be submitted to Northwestern Simulation at least **8 weeks prior** to the course event(s). Such changes in curriculum include, but are not limited to, modifications to requested simulation space, course duration, simulation equipment, requested specimens, and number of learners. Additional resources will be approved based on availability and existing McGaw funding; we are unable to guarantee that we will be able to accommodate any changes. Curriculum resource changes must follow this process or they will not be approved for funding and may require additional funding from your department.

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## 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.

- All space and time will be allotted on a first come first serve basis.
- Course directors will be asked to attend an intake meeting to discuss the details of their curriculum at least one month in advance of their 1<sup>st</sup> session.

**All curriculum sessions must be scheduled Monday through Friday, during normal business hours, 8:00am-5:00pm. No McGaw funded weekend sessions are permitted.**

- Course Directors approved to implement curricula needing nurses must submit a request in writing **8 weeks** prior to the scheduled course event(s). We require all details including information about SPs, SP cases and associated assessment tools/checklists (used by the SPs) **8 weeks** in advance for new events and **6 weeks** for recurring events. This allows time to cast and train SPs. For larger events, more lead-time maybe requested. For events that only use procedural skills models (partial task trainers) and do not requiring case material, we request a **4 weeks'** notice for new events and **3 weeks** for recurring events. Failure to follow this requirement may result in unavailability of SPs, nurses or other simulation confederates. All SP's, nurses and confederates must be arranged through Northwestern Simulation.
- All medical simulation clinical cases must be submitted to Northwestern Simulation **at least four weeks** prior to scheduled course event(s). This ensures the simulation technicians are familiar with the case, can program the mannequins, and can have the room(s) ready prior to your arrival.

## Cancellations and Rescheduling

- All cancellations must be received in writing more than 5 business days before the scheduled event. These cancellations will not incur any penalties and are eligible to reschedule with full services.
- Cancellations received between 3 to 5 business days before the scheduled event will be allowed to reschedule, but these sessions will forfeit funding allocated for standardized patients, nurses or cadaveric specimens. 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 cancelled event will be forfeited.
- No shows or cancellations within 48 hours of event start time will forfeit all funding for the event and may not be rescheduled.

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## Quality Improvement

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

## Additional Funding

If McGaw-approved courses receive additional funding (i.e., grants), all such grant funds must be applied toward 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.**

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