# Appendix 2. Site Coordinator Pre-SCP Checklist

**Embedding Simulation in Clinical Training in Occupational Therapy**

**Site Coordinator Pre-SCP Checklist**

**Period**

<Insert SCP period>

**Target Students number:** < insert number> **e.g. 40 students**

**Number of groups:** < insert number of groups> **(9-10 per group)**

**Campus:** <insert campus>

**Staff required during SCP week**

**Site coordinator: one per site**

**Clinical supervisor: 10 hours per group of 9-10 @ Original tutorial rate (equivalent to 15 hours, preparation plus delivery)**

**Simulation facilitator: 20 hours face to face per two groups (equivalent to 25 hours, preparation plus delivery)**

**Admin support: Day 1, 2 and 5 as per session plans**

**Actor-clients: Physical Rehab and Mental Health** (1 hours preparation + 4 hours @) x 2 = Total: 10 hours) per 2 groups of 9-10
 **Voc Rehab** (2 hours preparation + 2 hours @) x 2 = Total: 8 hours) per 2 groups of 9-10

**Actor-stakeholders: (per 2 groups of 9-10)** Manager / family member x 2

GP/ treating doctor x 2

PT/OT/SW/Psy X 2

**Preparation tasks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Task | Progress | Completed date  | Action by | Hours spent |
| 1. | Rooms booking | Tutorial rooms – act as office space with phones and computer x 4 (Day 1 – Day 5); student will need to bring their own computer note bookTutorial room – for tutor’s supported tasks, case conference x 2 Office / clinic reception x 1 (Day 2)Clinics / interview rooms with video recording facilities 2 (Day 2)Rooms with phone facilities x 2 (Day 2)Room with sufficient capacity the whole class x 1 ( Day 1 am and Day 2 pm) | As per university time tabling and room booking requirements |  |  |
| 2. | Confirmation of worksites / simulation environments | **Worksites / simulation environments/ community sites****1.****2.** | Target date: Latest 1 month prior to SCP start date |  |  |
| 3. | Administrative support / Actors and confederates time table | **Confirm staff to support preparation tasks****Confirm staff to support during SCP (Day 1 and 2)** | As per workload allocation requirement |  |  |
| 4. | Confirmation of Academic Facilitators | **Names** 1. TBA
2. TBA
 | As per workload allocation requirement |  |  |
| 5. | Confirmation of Clinical Supervisors | **Names** 1. TBA
2. TBA
3. TBA
4. TBA
 | Target date: * 1. months prior to SCP start date
 |  |  |
| 6. | Confirmation of Simulated managers/ simulated family members | **Names** 1. TBA
2. TBA
 | Target date: Latest 1 month prior to SCP start date |  |  |
| 7. | Confirmation of Simulated Health Professionals | **Names**GP 1 – GP 2 – PT/OT/SW/Psy 1 - PT/OT/SW/Psy 2 -  | As per case scenarioTarget date: Latest 1 month prior to SCP start date |  |  |
| 8. | Confirmation of Actors | **Names** 1. TBA
2. TBA
 | Target date: Latest 1 month prior to SCP start date |  |  |
| 9. | Case Scenarios (update and distribution) | **All documents updated and contextualised (if required)****Send to Actors and Simulated Health professionals and other stake holders** | Target date: Latest 1 month prior to SCP start date |  |  |
| 10. | Mini case load and distraction tasks materials | **Update Learning environment online****Confirm availability of materials required** | Target date: Latest 3 weeks prior to SCP start date |  |  |
| 11. | Phone lines | Checking before SCP | Target date: Latest 2 weeks prior to SCP start date |  |  |
| 12. | Videos and audial recording equipment | Arrange staff training if requiredChecking before SCP | Target date: Latest 2 weeks prior to SCP start date |  |  |
| 13. | Simulation Facilitators’ and Clinical Supervisors’ Orientation and Training | * Date orientation/training date
* Send out Academic Facilitators and Clinical Supervisors guides; case scenarios, clinical forms, student allocation lists, SCP time schedule, SPEF-R
* Arrange pre SCP site visit
 | Target date: Latest 2 weeks prior to SCP start date |  |  |
| 14. | Students’ orientation | Send out Students’ guides Distribute SCP time schedule | Target date: Latest 2 weeks prior to SCP start dateThe week prior to SCP start date |  |  |