

## OIPS Simulation Course Timeline Prep Checklist

*The below items are only examples of tasks- please edit as needed*

	Course Director	OIPS Team
<b><u>10 days before</u></b>		
Prerequisite email		Program Admin
Breakfast order		Admin Associate
Lunch order		Admin Associate
Secure faculty	X	
Assemble folders with handouts – need at least 25 w/25 pens		Work Study
Finalize Cases- discuss with scenario directors	X	
Finalize Personnel Spreadsheet	X	Program Admin
Finalize Equipment Needs	X	
<b><u>2 - 3 days before</u></b>		
Send reminder email to participants		Program Admin
Print nametags		Work Study
Print roster		Program Admin
Send reminder to OIPS staff about wearing Tshirt	X	
Print CEU documentation		Program Admin
Upload files and videos to classroom computer		Sim Specialist
Order and pick up scanner		Program Admin
<b><u>Day before</u></b>		
Classroom setup, put out folders and pens		Sim Specialist
Put out roster, scanner, and nametags		Program Admin
Double check files and video on computer		Sim Specialist
Setup breakfast / lunch tables / sim screens		Sim Specialist
Setup breakout rooms		Sim Specialist
Send reminder email to those helping in sim and in debriefing	X	
Print faculty outline	X	
Setup scenarios		Sim Specialist

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<b>Day of Event</b>		
Double check classroom setup and nametags	X	
Set up breakfast		UAB Catering
<b>Post-Event</b>		
Return scanner and original roster to CNE		Program Admin
Return evaluations to OIPS	X	
Give evaluations and event data sheet to OIPS		Sim Specialist

Course Director: John Doe  
 OIPS Liaison: April Belle  
 Scenario Director: Jane Doe

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