**Society for Simulation in Healthcare Site Visit Agenda**

**Date:**

**Program:**

|  |  |
| --- | --- |
| **0745-0800** | **Zoom with (Program Name)****Link:****Meeting ID:****Passcode:** |
| **Site Review Team and Program Establish Connection to Zoom Link**Team Leader:Team Member(s): |
| **0800-0825** | **Introduction/Openings**Attendees: SSH Review Team, Program Leadership and Staff  |
| **REVIEW OF CORE STANDARDS AND CRITERIA** |
| **0825-0900** | **Virtual Tour of Program Facility, Inspection and Observation of Program Environment**Description: A pre-recorded video tour of the Simulation Program facilities and resources will be viewed by the SSH Review Team in advance of the virtual review. The team will utilize this time to ask any questions pertaining to the video shared.Attendees: SSH Review Team, Program Leadership |
| **0900-1000** | **Interviews with Program Leadership**Attendees: SSH Review Team & members of Program Leadership |
| **1000-1030** | **Interview with Institutional Leadership**Attendees: SSH Review Team & members of Institutional Leadership |
| **1030-1045** | **Break**SSH Review Team and participants from (Program Name) may turn off webcams and excuse themselves for 15 minutes |
| **1045-1115** | **Interviews with Support Staff (Operations Specialists, SP Coordinator, etc.)**Attendees: SSH Review Team, members of support staff |
| **1115-1145** | **Review of Documentation, Criteria, and Standards (CLOSED)**Attendees: SSH Review Team Only (A designated point of contact with the Program should be available if additional information/documentation is requested) |
| **REVIEW OF SYSTEMS INTEGRATION STANDARDS AND CRITERIA** |
| **1145-1215** |  **Interviews with Patient Safety and Risk Management** Attendees: SSH Review Team, members of Patient Safety and Risk Management |
| **1215-1245** | **Lunch (CLOSED)**SSH Review Team Only |
| **REVIEW OF TEACHING/EDUCATION STANDARDS AND CRITERIA** |
| **1245-1315** | **Interviews with Learners (3-6)**Attendees: SSH Review Team, Learners that represent spectrum of population that receives simulation-based training/education |
| **1315-1400** | **Interviews with Educators (2-5)** Attendees: SSH Review Team & Educators |
| **REVIEW OF ASSESSMENT STANDARDS AND CRITERIA** |
| **1400-1430** | **Interviews with Assessors (2-5)**Attendees: SSH Review Team & Assessors  |
| **1430-1445** | **Break**SSH Review Team and participants from (Program Name) may turn off webcams and excuse themselves for 15 minutes |
| **REVIEW OF RESEARCH STANDARDS AND CRITERIA** |
| **1445-1515** | **Interviews with members of the Research Team (2-5)**Attendees: SSH Review Team, Researchers |
| **REVIEW OF FELLOWSHIP PROGRAM STANDARDS AND CRITERIA** |
| **1515-1545** | **Interview with Fellow(s)**Attendees: SSH Review Team & Fellows |
| **1545-1615** | **Interview with (Mentor/Director/Manager) of Fellow(s)**Attendees: SSH Review Team & Mentors/Directors of Fellows |
| **1615-1630** | **Site Review Team Deliberation (CLOSED)**Attendees: SSH Review Team only |
| **1630-1645** | **Closing: Final Statement to Program**Attendees: SSH Review Team, Program Leadership and staff |
| **1645-1715** | **Closed Session**Attendees: SSH Review Team Only |