

Simulation Center Website

USER GUIDE

Table of Contents

Creating an Account.....	3
Requesting Training	5
Submitting Requests.....	13
Monitoring Training Request	14
Creating Curriculum	16

Education Institute

Simulation and Advanced Skills Center

About Us

Contact Us

Request Training

Equipment Request

LearningSpace

CAST (Center for Advanced Skills Training)

Standardized Patients

Simulation Fellowships

Training Locations

Tour Request

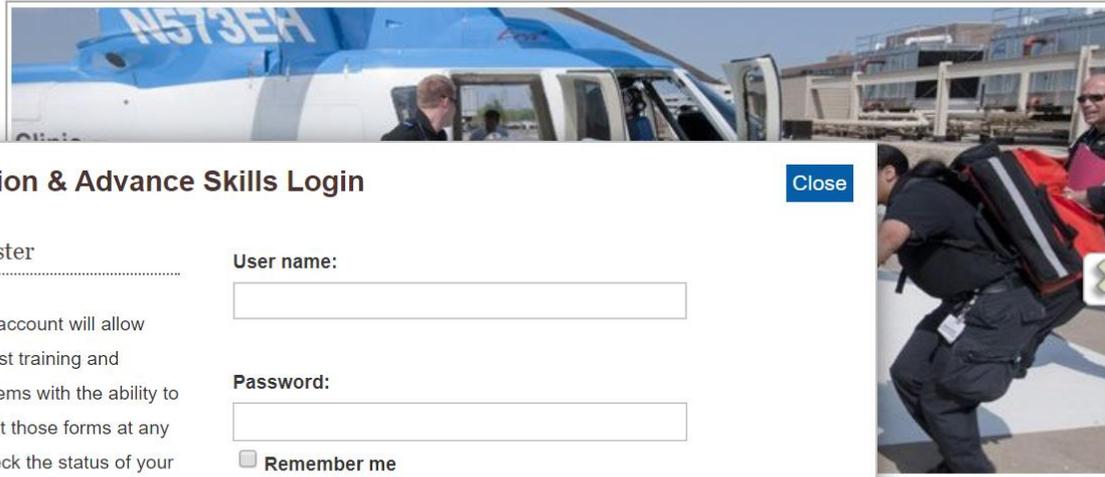
Reporting

Simulation Education Network

American Society of Anesthesiologists™



Simulation and Advanced Skills Center



Simulation & Advance Skills Login

Close

Why Register

Creating an account will allow you to request training and curriculum items with the ability to save and edit those forms at any time and check the status of your request!

Register Now

User name:

[User name input field]

Password:

[Password input field]

Remember me

Log on

[Forgotten password](#)



Courses



Tour our Facilities



Begin Simulation Planning Here Request Form

- 1) Select the Login button in the top right corner
- 2) The Simulation & Advanced Skills Login box will pop up
- 3) Select the Register Now button
- 4) If you ever forget your password, you can retrieve it here as well

Education Institute

Simulation and Advanced Skills Center

About Us

Contact Us

Request Training

Equipment Request

LearningSpace

CAST (Center for Advanced Skills Training)

Standardized Patients

Simulation Fellowships

Training Locations

Tour Request

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Profile Registration

Creating a profile allows you to save your work and review prior submissions.

First name:

Last name:

Email address:

Password:

Confirm password:

Password strength:



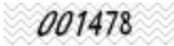
Confirm Password:

Institute:

Department:

Enter security code:

Enter security code:



Register

- 5.) Fill out the Profile Registration
- 6.) Select Register
- 7.) Your entered email address will now be your username
- 8.) An email will be sent with a link to confirm your email.
- 9.) After confirming your email your account will be activated and you can sign in.

- 1** Training Type and Location
- 2** Requestor Information
- 3** Department Information
- 4** Course Details
- 5** Flow of Day
- 6** Additional Requirements
- 7** Review and Submit

If you require assistance with the form, please [contact us here](#)

Download PDF

My Documents

Request Training

Step 1: (Simulation and Team Training)

Curricula, Training Type, and Location

Training Type* **Required**

Simulation and Team Training ▼

Course Location* **Required**

- Akron General
- Avon Hospital
- Euclid Hospital
- Fairview Hospital
- Hillcrest Hospital
- Lutheran Hospital
- Main Campus
- Marymount Hospital
- Medina Hospital
- South Pointe Hospital
- Other



REQUEST TRAINING

- 1) The Request Training form has several steps, which vary depending on the Training Type.
- 2) Required Fields are indicated by an asterisk. These are required to submit your request.
- 3) If you have created curriculum you'd like to use, select it on Step 1.
- 4) If at any point you require assistance, a help line and contact information can be found below the status bar.

Curricula, Training Type, and Location

Please select all the curricula you'd like to use for your request from the list below and select NEXT, or select NEXT and create a custom training request. Visit [My Documents](#) and select the Curricula tab to create a new curriculum.

Curricula Type: Curriculum Name:

All ▼

Filter

---	View	Use
Active Weapons and Massive Transfusion	View	Use
AHA Neonatal Tension Pneumothorax ⁵	View	Use



1 Training Type and Location**2** Requestor Information**3** Department Information**4** Course Details**5** Learning Goals**6** Lab Requirements**7** Additional Requirements**8** Review and Submit

Request Training

Step 1: (Surgical and Task Training)Training Type* **Required**

- Surgical and Task Training**
- Simulation and Team Training
- Nursing
- AHA Mock Code
- Standardized Patients

Curricula, Training Type, and Location

Please select a curriculum from the list below and select NEXT, or select NEXT and create a custom training request. Visit [My Documents](#) and select the Curricula tab to create a new curriculum.

Curricula Type:

Curriculum Name:

- [Surgical and Task Training](#)
Simulation using tissue or a surgical task trainers
- [Simulation and Team Training](#)
Simulation training held through the Education Institute, designed to be interdisciplinary
- [Nursing](#)
Simulation training held through the Nursing Institute, designed primarily for nurses
- [AHA Mock Code](#)
Simulation training held by the American Heart Association
- [Standardized Patients](#)
Simulation training that uses a trained person within an exercise. Can be used in other Training Types

If you require assistance with the form, please [contact us here](#)

1 Training Type and Location

2 Requestor Information

3 Department Information

4 Course Details

5 Flow of Day

6 Additional Requirements

7 Review and Submit

Request Training

Step 4: (Simulation and Team Training) - Course Details

Name of Course* **Required**

Schedule Type

Preferred Course Date* **Required**



Please Specify Alternate Course Date #1

Please Specify Alternate Course Date #2

Time of Course* **Required**

TO



Learner Type* **Required**

- 1) To request one day select "Single Occurrence".
- 2) Enter your Preferred Course Date
- 3) Enter the Time of Course.

Download PDF

My Documents

1 Training Type and Location

2 Requestor Information

3 Department Information

4 Course Details

5 Flow of Day

6 Additional Requirements

7 Review and Submit

Request Training

Step 4: (Simulation and Team Training) - Course Details

Name of Course* **Required**

Schedule Type

Course Dates* **Required**?

Beginning Through

Requested

- 2/3/2020
- 2/4/2020
- 2/6/2020
- 2/7/2020

Excluded

- 2/5/2020

Time of Course* **Required**

TO

- 1) To request consecutive days, select "Daily" as your Schedule Type.
- 2) Select the range you would like to request.
- 3) Your dates will automatically populate under the Requested section.
- 4) Click on any date you would like to exclude from this request and it will move the Excluded section

If you require assistance with the form, please [contact us here](#)

Download PDF

My Documents

1 Training Type and Location

2 Requestor Information

3 Department Information

4 Course Details

5 Flow of Day

6 Additional Requirements

7 Review and Submit

Request Training

Step 4: (Simulation and Team Training) - Course Details

Name of Course* Required

Guide Request

Schedule Type

Weekly

Course Dates* Required?

Every Other Monday

03/2020 Through 07/31/2020

Every Other

Every Third

- 2/3/2020
- 2/17/2020
- 3/2/2020
- 3/16/2020
- 3/30/2020
- 4/13/2020
- 5/11/2020
- 5/25/2020

Excluded

- 4/27/2020

Time of Course* Required

- 1) To request a course weekly, select "Weekly" as your Schedule Type.
- 2) Select the day of the week you'd like the course to be held.
- 3) Select how often you'd like the course held. Choose between every week, every other week, or every third week.
- 4) Select the range you would like to request.
- 5) Your dates will automatically populate under the Requested section.
- 6) Click on any date you would like to exclude from this request and it will move the Excluded section

- 1 Training Type and Location
 - 2 Requestor Information
 - 3 Department Information
 - 4 Course Details
 - 5 Flow of Day
 - 6 Additional Requirements
 - 7 Review and Submit
- If you require assistance with the form, please [contact us here](#)
- [Download PDF](#)
- [My Documents](#)

Request Training

Step 4: (Simulation and Team Training) - Course Details

Name of Course* **Required**

Guide Request

Schedule Type

Monthly - By Day Of Month ▾

Course Dates* **Required** ⓘ

Every First ▾ Monday ▾

Begin 1/2020 Through 07/31/2020

Requestor

2/3/2020

3/2/2020

4/6/2020

5/1/2020

7/6/2020

Excluded

5/4/2020

Time of Course* **Required**

- 1) To request a course monthly, select "Monthly – By Day of Month" as your Schedule Type.
- 2) Select the day of the week you'd like the course to be held.
- 3) Select how often you'd like the course held. Choose between first, second, third, fourth, or last of the month.
- 4) Select the range you would like to request.
- 5) Your dates will automatically populate under the Requested section.
- 6) Click on any date you would like to exclude from this request and it will move the Excluded section

- 1) When planning to use multiple curricula for a request, select all applicable curricula on Tab 1 by selecting the "Use" button.
- 2) The curriculum will then appear under the "Selected Curricula" section.

Curricula, Training Type, and Location

Please select all the curricula you'd like to use for your request from the list below and select NEXT, or select NEXT and create a custom training request. Visit [My Documents](#) and select the Curricula tab to create a new curriculum.

Selected Curricula:	last modified on:	
Active Weapons and Massive Transfusion	5/29/2019 9:48:51 AM	Remove
ANESTHESIA CRM: Impaired provider in the OR	5/29/2019 9:49:32 AM	Remove
OB Trauma	4/17/2019 3:03:49 PM	Remove
OR FIRE	8/5/2019 8:23:00 AM	Remove

Curricula Type: Curriculum Name:

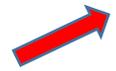
[Filter](#)

---	View	Use
AHA Neonatal Tension Pneumothorax	View	Use
AMS DKA Adolescent	View	Use
CC Resident Cardiac Day Simulation	View	Use
Infant Septic Shock	View	Use
Infant Septic Shock	View	Use

If you require assistance with the form, please [contact us here](#)

[Download PDF](#)

[My Documents](#)



GO

1 Training Type and Location

2 Requestor Information

3 Department Information

4 Course Details

5 Flow of Day

6 Additional Requirements

7 Review and Submit

Request Training

Step 5: (Simulation and Team Training) - Flow of Day

Manage Curricula

2/3/2020

2/4/2020

2/5/2020

2/6/2020

Available

ANESTHESIA CRM: Impaired provider in the OR

OB Trauma

OR FIRE

Selected

Active Weapons and Massive Transfusion

Please describe the simulation, including "flow of day"

Text input area for simulation description

Do you have director-made / company evaluations specific to this course, in addition to our standard participant evaluation?

No

Have assessment tools / measuring outcomes been provided to participants?

No

- 1) If requesting for a single date, all curricula selected will be included automatically.
- 2) If requesting for multiple dates, select the curricula you plan to use on the appropriate day under the "Manage Curricula" section of Tab 5.
- 3) The date you are viewing will be highlighted blue and the curricula to be used that day will appear under "Selected".

If you require assistance with the form, please [contact us here](#) or call 1.866.594.2091

Download PDF

My Documents

Learning Goals

Overall Learning Goal *

Learning Goal

Please Enter Learning Objective(s) Below (Minimum 1, Maximum 5)

1: Learning Objective

Please describe the simulation, including "flow of day"

Do you have director-made / company evaluations specific to this course, in addition to our standard participant evaluation?

No Yes

Have assessment tools / measuring outcomes been provided to participants?

No Yes

Additional Requirements

Will you require audio and video for playback or debrief?*

No Yes

Unsure

Audio or Visual capture needed?*

No Yes

Unsure

Computer lab needed?*

No Yes

Previous

13



Submit

SUBMITTING REQUESTS

- 1) After ensuring all your information is correct, submit the application
- 2) You'll see a submission confirmation after successfully submitting your request
- 3) You'll also receive a confirmation email

Education Institute
Simulation and Advanced Skills Center
[About Us](#)
[Contact Us](#)
[Request Training](#)
[LearningSpace](#)
[CAST \(Center for Advanced Skills Training\)](#)
[Standardized Patients](#)
[Simulation Fellowships](#)
[Training Locations](#)
[Tour Request](#)
[My Documents](#)
[Course Instance Manager](#)
[Reserve Room](#)
[Reporting](#)
[Create Your Profile](#)
My Documents
[Curricula](#)
[Requests](#)
[Scheduled Courses](#)
 Pending
 Approved
 Canceled
 Denied

Name	Details	Requested	Submitted	Status
Guide Request	Requestor: Lee Email: hamp1@ccf.org Phone Number: Schedule Type: Daily	02/17/2020 Through 02/21/2020	01/29/2020	Pending

Actions

Test 10/28/2019	Requestor: Lee Hamp Email: hamp1@ccf.org Phone Number:	10/28/2019 Through 11/25/2019	10/28/2019	Pending
-----------------	---	-------------------------------------	------------	---------

- 1) After your request has been submitted you can view its status on the My Documents page.
- 2) Your status will be displayed as Pending.
- 3) You can still make changes to the course through the Actions button.

Actions	Phone Number: -			
	Schedule Type: Single Occurrence			

MONITORING REQUESTS

- 1) Edit Request: Allows changes to be made to your request
- 2) View Request: Opens another tab with a PDF version of your request
- 3) Manage Request Curricula: Allows changes to be made to the curriculum attached to the request
- 4) View Curricula: Opens another tab with a PDF version of your curriculum
- 5) Cancel Request: To cancel your request
- 6) New Request: This action allows another request with the same information. Edit as you see fit to create a new request.

****After a request has been approved****

Select an Action

[View Request](#)
[View Curricula](#)
[New Request](#)

 Cancel

****While a request is still pending****

Select an Action

[Edit Request](#)
[View Request](#)
[Manage Request Curricula](#)
[Cancel Request](#)
[New Request](#)

 Cancel

J4 Drop-in	Requestor: Lee Hamp	03/29/2017 15	03/28/2017	Approved
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- 1.) Select My Documents
- 2.) Select either Add Wet Curriculum or Add Dry Curriculum
- 3.) Select the Actions buttons to access options for existing curriculum

Education Institute

Simulation and Advanced Skills Center

My Documents

[Curricula](#)[Requests](#)[Scheduled Courses](#)[Add Wet Curriculum](#) [Add Dry Curriculum](#)

<u>Name</u>	<u>Details</u>	<u>Requested</u>
Seizure Cluster in 7 Year Old Boy	Requestor: Lee Hamp Email: HampL@ccf.org Phone Number: (216) 445-5555	03/30/2017

[Actions](#)

Education Institute

Simulation and Advanced Skills Center

About Us

Contact Us

Request Training

Equipment Request

LearningSpace

CAST (Center for Advanced Skills Training)

Standardized Patients

Simulation Fellowships

Training Locations

Tour Request

My Documents

Course Instance Manager

Reserve Room

Reporting

Create Your Profile

Simulation Education Network

American Society of Anesthesiologists™



My Documents

Curricula

Requests

Scheduled Courses

[Add Wet Curriculum](#) [Add Dry Curriculum](#)

Curricula Type: Curriculum Name:

Filter

Name	Details	Last Modified
Select an Action		
Edit Curriculum View Curriculum Delete Curriculum New Curriculum		
X Cancel		

<p>Active Weapons and Massive Transfusion</p>	<p>Curriculum Type: Global Email: hampl@ccf.org</p>	<p>05/29/2019</p>
<p>Actions</p>		

<p>AHA Neonatal Tension Pneumothorax</p>	<p>Curriculum Type: Global Email: hampl@ccf.org 17</p>	<p>10/21/2019</p>
<p>Actions</p>		

- 1) [Edit Curriculum](#): Allows changes to be made to your curriculum
- 2) [View Curriculum](#): Opens another tab with a PDF version of your curriculum
- 3) [Delete Curriculum](#): Deletes the existing curriculum
- 4) [New Curriculum](#): This action creates another curriculum with the same information. Edit as you see fit to create a new curriculum.

- 1** Scenario & Goals
- 2 Patient Information
- 3 States & Frames
- 4 AV & Setup
- 5 Debriefing
- 6 Equipment List
- 7 Additional Equipment
- 8 Procedure Mapping
- 9 Standardized Patients
- 10** Skills Stations

If you require assistance with the form, please [contact us here](#)

[Download PDF](#)

[Save Curriculum](#)

[My Documents](#)

Simulation Skills Training Scenario Planner

Step 1: Scenario & Goals

Brief Summary Write a brief description of what to expect for this course including the setting and teaching strategies

Name of Curriculum

Scenario Goals

[Add Goal](#)

1 ✕

Scenario Objectives (the learner will...)

[Add Objective](#)

1 ✕

Learning Domain (Please check all domains that apply)

- Cognitive
- Psychomotor
- Affective

- 1) There are no required fields for the curriculum.
- 2) Ensure that you are saving frequently, the site doesn't auto save.
- 3) After you have entered your information you can download a PDF version to print, or save for your records.
- 4) If at any time you require help, contact information can be found on the left hand navigation bar.

3 States & Frames

4 AV & Setup

5 Debriefing

6 Equipment List

7 Additional Equipment

8 Procedure Mapping

9 Standardized Patients

10 Skills Stations

If you require assistance with the form, please [contact us here](#)

Download PDF

Save Curriculum

My Documents

State Name

Frame #1

 **Add Frame**
Reset

Vitals

BP 110/70

HR 105

RR 20

T 37

SpO2 98

Learner Actions

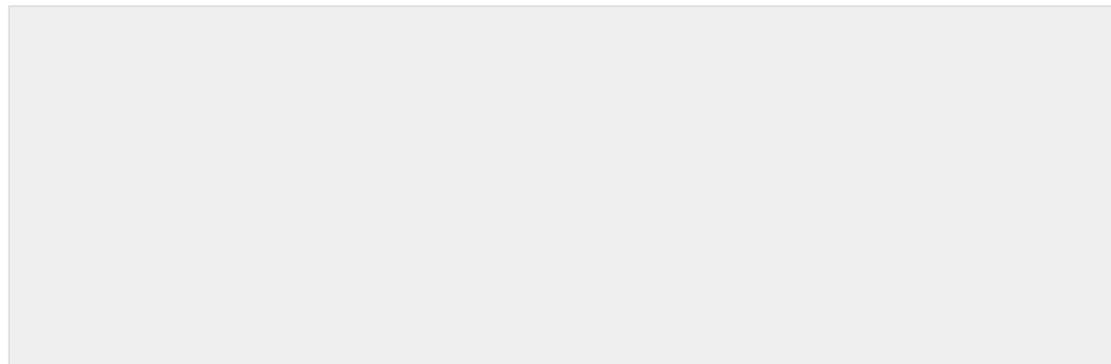
Enter what the learners should be doing during this frame

Trigger ?

- Time
- Advance when prompted
- Appropriate Actions

Instructor Actions or Side Notes

Any additional notes



CREATING CURRICULUM - ENTERING FRAMES

- 1.) When creating a Dry Curriculum you can enter frames on Tab 3.
- 2.) Enter in the appropriate information for that frame and click the Add Frame button.

3 States & Frames

4 AV & Setup

5 Debriefing

6 Equipment List

7 Additional Equipment

8 Procedure Mapping

9 Standardized Patients

10 Skills Stations

If you require assistance with the form, please [contact us here](#)

Download PDF

Save Curriculum

My Documents

State Name

Add Frame

Reset

Vitals

BP

HR

RR

T

SpO2

Learner Actions

Trigger ?

- Time
- Advance when prompted
- Appropriate Actions

Instructor Actions or Side Notes



Frame #1

BP: 110/70
 HR: 105
 RR: 20
 T: 37
 SpO2: 98

Any additional notes...



CREATING CURRICULUM-EDITING FRAMES

1.) After clicking the Add Frame button a card will appear below.

2.) You can then fill in the information for the next frame. Continue as needed.

3 States & Frames

4 AV & Setup

5 Debriefing

6 Equipment List

7 Additional Equipment

8 Procedure Mapping

9 Standardized Patients

10 Skills Stations

If you require assistance with the form, please [contact us here](#)

Download PDF

Save Curriculum

My Documents

State Name

Frame #1

 **Save Frame**
Reset

Vitals

BP 110/70

HR 105

RR 20

T 37

SpO2 98

Learner Actions

Enter what the learners should be doing during this frame

Trigger ?

- Time
- Advance when prompted
- Appropriate Actions

Instructor Actions or Side Notes

Any additional notes

Frame #1

BP: 110/70
HR: 105
RR: 20
T: 37
SpO2: 98

Any additional notes...

CREATING CURRICULUM - EDITING FRAMES

- 1.) To edit frames select the paper and pencil icon in the top left corner of the frame.
- 2.) The frame's details will then fill in the appropriate fields.
- 3.) Edit the appropriate information and select Save Frame.
- 2.) To delete added frames select the X icon in the top right corner of the frame.