

CHECKLIST for Facilitators

Be Ready for Simulation



- Submit event request to Jump Simulation Events Team at events@jumpsimulation.org
Include Multiple Session Map (MSM)
Expect response from Jump Events Team within 48 business hours



30 Days Prior to Event

- All session document(s) should be uploaded to the Jump Curriculum Library no later than 30 days prior to event
<https://team.osfhealthcare.org/sites/osfhealthcare/Training/Jump/Curriculum%20Submission/Forms/Group.aspx>
- Submit AV Checklist and room setup to Jump Simulation Events Team
- Follow up with Jump Simulation Events Team if you have not received your Event Order Confirmation
- Contact Jump Simulation Events Team if you have not been contacted by a Simulation Specialist within 30 days of your event (if simulation/skills event)
- Contact Ruth Lane at ruth.e.lane@jumpsimulation.org to create Post-Session Survey to capture impact of your event



1 Week Prior to Event

- Coordinate course facilitators and distribute curriculum materials accordingly to adequately prepare
- Complete and distribute Learner Checklist to all participants
- Contact Jump Events Team if event is outside of business hours (7am-5pm) to ensure building access
- Print all necessary course materials



Day of Event

- Arrive 15 minutes early to confirm event setup (additional time if simulation/skills event)
- Arrange venue as needed. Please return to original setup
- Show Jump Simulation Safety Video (if simulation/skills event)
- Complete Post-Session Survey at end of event-both learners and facilitator