

Center for Simulation and Research Manual

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DATE OF ORIGINAL: 1/2018
DATE OF REVISION: 5/2021
EFFECTIVE DATE: 2018

SUBJECT: Training and Evaluation of Medical Simulation Fellow

The intent of this policy is to define the Simulation Fellow position, and to provide an overview of their training and evaluation within the Cincinnati Children's Center for Simulation and Research (CCCSR).

1. A **Medical Simulation Fellow** is defined as a staff member within the Center for Simulation and Research who is doing a 1-year training experience under the direct supervision and mentorship of the fellowship's Program Director.
2. Training of Fellow
 - a. Weekly process: The fellow is responsible for working closely with all staff members, but especially with our Education Specialists and Education Consultants, including being responsible for planning, developing and implementing simulation courses in collaboration with domain-specific content experts.
 - i. Included within these responsibilities are (1) the development of simulation scenarios, from the content table and decision algorithms to the programming of the simulators, (2) facilitating the debriefing sessions and (3) participating in formative evaluation of each session/course offering.
 - ii. The fellow will gradually increase responsibility over the training year, moving from an initial orientation/observorship, to a partnership with the educators, and then to leadership within specific course offerings, in collaboration with domain-specific content experts.
 - b. Monthly process: The fellow is responsible for attendance at and participation in monthly journal clubs hosted during the staff meetings. The reading list for each month's session will be determined partially by the fellow's needs, while balancing those needs with needs across all Center staff.
 - i. The fellow will present one of the articles at least 6 times over the 12-months of training.
 - ii. The Program Director is responsible for journal club structure, article selection and mentorship of the fellow's presentations.
 - c. Quarterly process: The fellow is expected to take an increasing role in the education of trainees. This Center has had a GME-approved resident/fellow rotation since 2014. This is a great opportunity for the fellow to move from trainee to trainer over the 12 months. The expectations in this role are as follows:
 - i. Organize and deliver quarterly simulation session(s) for pediatric residents
 - ii. Work with pediatric residents and other trainees during their 2- or 4-week electives rotations at the Center for Simulation, including orientation, topic discussions, and evaluation

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- d. Longitudinal process: The fellow is required, under the direction of the Program Director and/or Research Director, to develop an original project, including project conceptualization, protocol development, IRB submission (if indicated), enrollment of participants, measurement and analysis of outcomes, and manuscript development (if warranted).
 - i. We recognize that this is difficult within a 1-year training program, however continued mentoring on our part after graduation should allow completion to manuscript.
 - e. Optional process: Pursuit of certification as a Certified Healthcare Simulation Educator (CHSE) through the Society for Simulation in Healthcare is encouraged, but not required
3. Evaluation of Fellow
- a. The fellow will meet at the beginning of the academic year with the Fellowship Program Director to review and discuss learning objectives, responsibilities, and goals for the training year.
 - b. Then, the fellow will meet monthly with the Fellowship Program Director to provide formative feedback, identify areas of need, and develop short-term and long-term plans to fulfill those needs.
 - i. Input for each session will be obtained from each faculty member, the education specialists and other staff from the Center for Simulation and Research, and from clinical staff within the fellows' area of subspecialty practice.
 - c. Additionally, the Fellowship Program Director will meet quarterly with the fellow and the fellow's research mentor to ensure the fellow is progressing in his/her research project.
 - d. At least twice annually, the fellow will be evaluated by all the staff through an online survey instrument where all Center staff can provide feedback. Survey data will be organized and presented by the Program Director, then the fellow will be allowed to self-identify areas of need in comparison to the team-level feedback.
 - e. At the end of the training year, the fellow will have an exit interview and receive summative feedback.

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