APPENDIX D: VIRTUALLY-FACILITATED SIMULATION PREBRIEF SCRIPT

WELCOME:
- Introductions
- Role designation for participants, observers, and facilitators
- Consent for video recording for teaching and research purposes

PURPOSE:
- The purpose of today is to stress your local system with a simulated COVID-19 protected intubation scenario in order to find potential points of improvement

BASIC ASSUMPTIONS/COMMITMENT TO LEARNERS:
- We believe everyone participating is intelligent, well-trained, and wants to see the team succeed
- If gaps are found this is considered a "good catch" as it allows the team to prepare further
- This a safe learning environment for all participants
- The simulation will be followed by a guided debrief where we will discuss what went well, process issues or concerns, and areas for improvement

EXPECTATIONS OF PARTICIPANTS, OBSERVERS, AND FACILITATORS:

Participants:
- Please buy into the scenario and do what you normally do in practice
- Please complete tasks in real time and resist the urge to press fast forward (i.e. attach BP cuff)
- Please verbalize what you are doing so the virtual facilitators can hear you

Observers:
- If you are joining us virtually, please mute your microphone, turn your camera off, and provide comments through the chat box exclusively
- If you are joining us onsite, please save your observations for the debrief

Facilitators:
- We will guide you through your scenario with real-time clinical status updates based on your clinical interventions
- We will operate your vital signs monitor virtually
- We will guide the team through a debrief after the simulation

PERSONAL PROTECTIVE EQUIPMENT (PPE):
- Please leave your PPE on until the end of the scenario once it is donned
- Please have one team member demonstrate how to properly don all of the appropriate PPE, then team members will pair off and coach each other through donning
- Following the debrief, please have one team member demonstrate how to properly doff PPE, then team members will doff one-by-one

IN SITU CONSIDERATIONS:
- Please use resources as you normally would (i.e. supplies, equipment, etc.)
- Please use substituted equipment (i.e. medication substitution)
- Please use communication tools to test their effectiveness (i.e. baby monitor, 2-way radio, etc.)