SUMMARY & PURPOSE:

The purpose of this policy is to describe the responsibilities of physicians who are partaking in a one-year, two-year, or 6-month mentored fellowship in medical simulation and education.

DEFINITIONS:

- None

POLICY:

*This is not an ACGME accredited fellowship as there are no ACGME accredited fellowships in Medical Simulation.*

Departments seeking to have a simulation fellow and access for educational opportunities at the UC Irvine Medical Education Simulation Center must adhere to the policy as outlined below.

The simulation fellowship is tailored to meet the specific interests of the simulation fellow; however, the simulation fellow is expected to gain experience with various levels of learners and departmental groups utilizing medical simulation.

The simulation fellow will become familiar with simulation for medical students (MS1-MS4), nursing students, paramedics/firefighters, other graduate medical education (residency) programs, the public, high school outreach, and community physician groups.

General Responsibilities (applicable to all fellows)

- Participate in all aspects of the simulation courses as determined appropriate by departmental fellowship director and simulation administration.
- Attend all departmental simulation and at least ½ UC Irvine Medical Education Simulation Center scheduled meetings, as well as all departmental faculty meetings, journal clubs and grand round conferences per departmental policies.
- In effort to provide the most comprehensive and well-rounded experience for the fellow the departments and Medical Education Simulation Center shall:
  - The Medical Education Simulation Center will forward all SOM/medical student dates including operations dates to the department at the beginning of the academic year for planning purposes.
  - The department and/or fellow shall provide the Medical Education Simulation Center with schedule availability as far in advance as possible
- The simulation fellow educational and curriculum agenda will be designed and approved by their fellowship Director. The fellow will have experience and exposure both at the departmental and simulation center level with:
  - Curriculum development
  - Medical student simulation sessions
• Resident simulation sessions
• Operation of the simulator
  • Basic Operation (turn on/off)
  • Set-up
  • Network connection to the simulator
  • Advanced operations (as time permits)
  • Programming (as time permits)
• Debriefing and feedback

The Fellow will assist departmental and Medical Educational Simulation Center faculty and staff with research

Attend one (1) Simulation Instructor Training Course (SITC).

Assist instructing elements/portions of the Simulation Instructor Training Course (SITC)

Take an active role in the development and authoring of the UCI Simulation Newsletter

Take an active role in the management and function of the UCI Medical Simulation Interest Group

Present at a minimum one (1) grand round or journal club session on a simulation topic of choosing

One-year and Two-year Fellowship Specific Responsibilities

Instruct (minimum 6-10 sessions) first and second year medical student curriculum each academic year.

Submit a minimum of three (3) simulation scenarios/curriculum for publication in either a medical education journal or the MedEd Portal during their fellowship time

Attend the International Meeting for Simulation in Healthcare (IMSH) yearly. Funding must be supplied by home department or through fellow educational fund.

Six-month Fellowship Specific Responsibilities

Instruct (minimum 4-8 sessions) first and second year medical student curriculum each academic year.

Submit a minimum of one (1) simulation scenarios/curriculum for publication in either a medical education journal or the MedEd Portal during their fellowship time

Simulation Center Resources Provided to the Fellow

The simulation center shall provide the fellow the resources needed to effectively fulfill their fellowship requirement while working at the Medical Education Simulation Center. These resources include but are not limited to:
  • A designated computer that the fellow can access using their UCINetID
  • Access to printing and copy services
  • Access to Program Office personnel

CLINICAL

The home department shall set compensation, with no remuneration by the UC Irvine Medical Education Simulation Center. As such, the simulation fellow’s schedule will be driven by departmental policies and agenda while simultaneously maximizing the opportunities for fellow involvement in all relevant and approved simulation activities.
PROGRAM ADMINISTRATION

The Director will direct Simulation Program Office to handle administrative requirements of the simulation fellowship to include interfacing with other departments and UC Irvine campus organizations (e.g. International Center).

The program office will handle all inquiries and applications.

The program office will set up interviews as needed.

The program office will assist the departments with VISA requirements or other documentation on an as needed basis.

The program office will be responsible for scheduling

The program office will be responsible for ordering certificates and plaques

AUTHORITY

The Director will manage the fellowship

SCOPE/APPLICABILITY

All fellows for medical simulation

EXCLUSIONS

None

PROCEDURES TO ENSURE COMPLIANCE:

The Director will manage the fellowship.

The Director of Operations will monitor for compliance.

RELATED POLICIES AND PROCEDURES AND ASSOCIATED FORMS:

- Policy and Procedures, 4 Simulation Fellowship

POSTED PUBLICLY:

Yes
## Simulation Fellowship

### Responsibilities Comparison

<table>
<thead>
<tr>
<th>1 Year Simulation Fellow Responsibilities</th>
<th>2 Year Simulation Fellow Responsibilities</th>
<th>6 Month Simulation Fellow Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate in all aspects of the simulation courses as determined appropriate by departmental fellowship director and simulation administration. This includes internal and external learners (community, OC Fire, outreach groups)</td>
<td>Attend all departmental simulation and UC Irvine Medical Education Simulation Center meetings, as well as all departmental faculty meetings, journal clubs, and grand rounds conferences per regular departmental policies.</td>
<td>Attend 1 Simulation Instructor Training Course (SITC)</td>
</tr>
<tr>
<td>Attend all departmental simulation and UC Irvine Medical Education Simulation Center meetings, as well as all departmental faculty meetings, journal clubs, and grand rounds conferences per regular departmental policies.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OPERATIONS and CURRICULUM

Assist departmental and simulation faculty and staff with:

- Curriculum development
- Medical Student simulation sessions (SOM)
- Resident simulation sessions (Dept.)
- Operation of the simulator
- Programming scenarios (if applicable)
- Debriefing and feedback

### RESEARCH

Assist departmental and simulation faculty and staff with:

- Medical education and/or simulation research
  - Analysis and Literature review
  - Design
  - Development
  - Implementation
  - Evaluation
- Abstract or manuscript authoring

### EDUCATION

Instruct (minimum 6-10 sessions) MS 1-2 medical student simulation each academic year (each fellow)

- Assist instructing elements/portions of Simulation Instructor Training Course (SITC)
- Take an active role development and authoring of the UC Simulation Newsletter (Feb and Oct)
- Take an active role in the management and function of the UCI Medical Simulation Interest Group (MSIG)
- Submit at least 3 simulation scenarios/curriculum for publication in either a medical education journal or Med Ed Portal during the fellowship time.
- Present at least one grand rounds or journal club on a simulation topic of his or her choosing.
- Attend the International Meeting on Simulation in Healthcare (IMSH) in January. Funding must be supplied by the home department or by the simulation fellow.
- Be an active participant in any presentation/workshops given at IMSH of behalf of UC Irvine
Simulation Fellowship
Typical Activities

Successful Simulation Fellowship

Education
Program Operations
Research/Capstone
Program Sustainability/management

Simulation Fellow Activities

- Inter-professional/interdisciplinary Education
- In Situ Education
- Community/Outreach Education
- Undergraduate Medical Education
- Graduate Medical Education
- Faculty Education
- Scenario Development
- Debriefing

- Manikin Operations
- A/V Operations
- Moulage
- Tours/exhibits
- Scheduling
- Mobile Operations

- Journal Review
- IRB
- Grant Application
- IMSH/conference participation
- Manuscript Submission
- Research Abstract Submission

- Curriculum
- Finance
- Center Management
- Logistics
- Center Representation