**Society for Simulation in Healthcare Site Visit Agenda**

**Date:**

**Program:**

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| **0730-0800** | Site Review Team travels from hotel to Program |
| **0800-0815** | **Introduction/Openings**  Attendees: SSH Review Team, Program Leadership and Staff |
| **REVIEW OF CORE STANDARDS AND CRITERIA** | |
| **0815-0915** | **Tour of Program Facility, Inspection and Observation of Program Environment**  Description: The site review team will take an in-person tour of the Simulation Program.  Attendees: SSH Review Team, Program Leadership |
| **0915-1000** | **Interviews with Program Leadership**  Attendees: SSH Review Team & members of Program Leadership |
| **1000-1030** | **Interview with Institutional Leadership**  Attendees: SSH Review Team & members of Institutional Leadership |
| **1030-1045** | **Break** |
| **1045-1115** | **Interviews with Support Staff (Operations Specialists, SP Coordinator, etc.)**  Attendees: SSH Review Team, members of support staff |
| **1115-1145** | **Review of Documentation, Criteria, and Standards (CLOSED)**  Attendees: SSH Review Team Only (A designated point of contact with the Program should be available if additional information/documentation is requested) |
| **REVIEW OF SYSTEMS INTEGRATION STANDARDS AND CRITERIA** | |
| **1145-1215** | **Interviews with Patient Safety and Risk Management**  Attendees: SSH Review Team, members of Patient Safety and Risk Management |
| **1215-1245** | **Lunch (CLOSED)**  SSH Review Team Only |
| **REVIEW OF TEACHING/EDUCATION STANDARDS AND CRITERIA** | |
| **1245-1315** | **Interviews with Learners (3-6)**  Attendees: SSH Review Team, Learners that represent spectrum of population that receives simulation-based training/education |
| **1315-1400** | **Interviews with Educators (2-5)**    Attendees: SSH Review Team & Educators |
| **REVIEW OF ASSESSMENT STANDARDS AND CRITERIA** | |
| **1400-1430** | **Interviews with Assessors (2-5)**  Attendees: SSH Review Team & Assessors |
| **1430-1445** | **Break** |
| **REVIEW OF RESEARCH STANDARDS AND CRITERIA** | |
| **1445-1515** | **Interviews with members of the Research Team (2-5)**  Attendees: SSH Review Team, Researchers |
| **REVIEW OF FELLOWSHIP PROGRAM STANDARDS AND CRITERIA** | |
| **1515-1545** | **Interview with Fellow(s)**  Attendees: SSH Review Team & Fellows |
| **1545-1615** | **Interview with (Mentor/Director/Manager) of Fellow(s)**  Attendees: SSH Review Team & Mentors/Directors of Fellows |
| **1615-1630** | **Site Review Team Deliberation (CLOSED)**  Attendees: SSH Review Team only |
| **1630-1645** | **Closing: Final Statement to Program**  Attendees: SSH Review Team, Program Leadership and staff |
| **1645-1715** | **Site Review Team travels back to hotel** |