ST. JOSEPH'S · ST. MICHAEL'S · PROVIDENCE
UNITY HEALTH TORONTO

Simulation Program, Unity Health Toronto

Booking Request Form

In order to facilitate the planning of your simulation-based learning session, please complete this booking request form and submit it to SimulationProgram@unityhealth.to. The simulation team will review your request and may need to meet with you to discuss your specific simulation requirements.

Important Info:

- All education materials must be submitted a week prior to the event.
- Submitting this form does not guarantee a reservation.
- Booking requests will be confirmed via email within two working days.
- Booking includes one Simulation Specialist (who will run the equipment, set up the space and be a facilitator for the session) as well as all equipment associated with the booked room.

Hours of Operation:

Monday - Friday 8:00 a.m. – 5:00 p.m. (excluding statutory holidays).
(Booking of the Centre outside regular business hours is based on resource and staff availability.)

Session Details:

Simulation Activity Title:	
Date(s):	
Time: (start & end)	

Requester Information:

Requester Name:	
Requester Email:	**Telephone:**
Main Faculty / Educator / Lead / Principal Investigator:	
Program / Division / Department:	

Select Simulation Site: **(select all that apply)**

☐ St. Michael's
☐ St. Joseph's
☐ Providence

Intention: **(select all that apply)**

☐ Tour
☐ Education/Other Simulation
☐ Scholarship and Research

Simulation Requirements

Facility Requirements: Select all that apply **(see page 6 for additional information)**

St. Michael's (SMH):

- ☐ Simulation OR
- ☐ Simulation Theatre
- ☐ Skills Lab
- ☐ Debriefing Room
- ☐ Simulation Training Room (LKS 235)
- ☐ *In Situ* (please specify):

St. Joseph's (SJHC):

- ☐ Sunnyside, (Classroom 5)
- ☐ *In Situ* (please specify):

Providence (PHC):

- ☐ Sim Lab (Room 208)
- ☐ *In Situ* (please specify):

SMH Equipment: **(select all that apply)**

- ☐ Adult Manikin
- ☐ Neonatal Manikin
- ☐ Pediatric Manikin
- ☐ Laparoscopic Box Trainer
- ☐ Laparoscopic Virtual Reality Simulator
- ☐ Endoscopy/Bronchoscopy Virtual Reality Simulator
- ☐ Birthing Simulator
- ☐ Intubation Manikins
- ☐ CPR Trainers
- ☐ Other (please specify):

SJHC Equipment: **(select all that apply)**

- ☐ CPR Trainers
- ☐ Other (please specify):

Prov Equipment: **(select all that apply)**

- ☐ Adult Manikin
- ☐ CPR Trainers
- ☐ Wound Care Trainer
- ☐ Central Line Trainer (PICC/Hickman tunnel line)
- ☐ Ostomy Care trainer
- ☐ IV Access Trainer
- ☐ Pump Trainers (Alaris and CADD)
- ☐ Other (please specify):

Expected Number of Learners/Participants:

Learners/Participants: **(select all that apply)**

***we strongly encourage you to consider how you might make your simulation interprofessional**

- ☐ Nursing Staff
- ☐ Nursing Students
- ☐ Health Disciplines Staff (please specify discipline):
- ☐ Health Disciplines Student (please specify discipline):
- ☐ Undergraduate Medicine
- ☐ Postgraduate Medicine
- ☐ Staff Physicians
- ☐ Patients and families
- ☐ External (please specify):
- ☐ Other (please specify):

Session Rationale:

- ☐ CanMEDS Competencies
- ☐ Safety/QI Competencies
- ☐ Continuing Education
- ☐ Needs Assessment Results
- ☐ Other (please specify):

Session Objectives:

1.
2.
3.

Evaluation Details:

Do you have your own program evaluation form? ☐ YES ☐ NO
(If yes, please attach)

Do you have your own instructor evaluation form? ☐ YES ☐ NO
(If yes, please attach)

Have you performed a needs assessment? ☐ YES ☐ NO

Additional Requirements:

What kind of assistance will you need from the simulation team?

- ☐ Assistance in developing scenarios and activities
- ☐ Assistance in selecting the appropriate space for your session
- ☐ Assistance with session debriefing
- ☐ Simulation Specialists
- ☐ Simulation Educators
- ☐ Research Support
- ☐ All of the above

Please provide information on any other specific requirements (e.g. equipment, room set-up):

Scholarship and Research (Fill out this section only if applicable to you)

Proposed Project Title:

Anticipated Time Requirements:

Start date (dd/mm/yyyy):	
Number of sessions:	**Time per session:**

*Protocol (required):

Please attach a 1-2 page protocol summary including:

- Scholarly/research question(s)
- Background rationale and brief literature review
- Description of the project and methods to be used in its development and evaluation
- Description of the potential for impact on the program and externally

Does the scholarship or research align with any of the following:

(select all that apply)

- ☐ How or why *in situ* simulation 'works'
- ☐ Competency-based training and/or assessment
- ☐ Patient Safety and/or Quality Improvement (e.g., using *in situ* simulation to identify safety threats)
- ☐ Integrating simulation-based and workplace-based training and/or assessment
- ☐ Other (please specify):

Purpose

What are the data being used for?

- ☐ Course requirement/research project (e.g., MEd, Master Teacher, etc.)
- ☐ Internal use, Safety/QI
- ☐ Independent research project or question
- ☐ Other (please specify):

How will the data/results be used or disseminated?

Study Personnel

Have you or someone on your team conducted simulation research before? ☐ YES ☐ NO

If yes, who on your team has the experience to conduct this research?

1.
2.
3.
4.

Do you have existing research capacity or support? ☐ YES ☐ NO
If yes, please specify:

1.
2.
3.
4.

Research Ethics

Has formal REB approval been sought or granted? ☐ YES ☐ NO

If not, please indicate the reasons:

If yes, please provide the protocol reference number and specify the REB body you applied for:

Do you have a research budget? ☐ YES ☐ NO
(If yes, please attach)

Please complete this request form and submit along with any additional attachments to: simulationprogram@unityhealth.to

Please note that your request for research and 1-2 page protocol will be reviewed by our Research Director and committee. We will be in touch once we have reviewed your application.

Simulation Program - Room Descriptions

Room Descriptions - St. Michael's Hospital

Room Name	Room Photo	Room Descriptions
Simulation Operation Room		• Fully-equipped operating room • Easily converted into an obstetric operating room, emergency trauma suite or any clinical setting • This room uses a computer driven manikin to recreate medical scenarios • Holds 10 – 20 learners
Simulation Theatre		• Smaller version of the Simulation OR • It can be adapted to become a variety of hospital settings including a ward room, a labour and delivery room, an intensive care unit, an emergency room or other clinical settings • Holds up to 10 learners
Surgical Skills Lab		• Over a dozen workstations where learners practice various basic and advanced procedures using synthetic models or animal organs • Features various virtual reality trainers for surgical and endoscopic procedures • Holds up to 30 learners with AV capabilities including a projector, sound system etc.
Debrief Room		• A small conference room equipped with a projection screen and monitor that allows live streaming of simulation activities • A space to debrief simulations and allows learners to review recordings of the simulation activities • Holds up to 10 learners
Simulation Training Room (LKS 235)		• A small classroom equipped with a manikin, hospital bed, television and computer. Ideal for teaching small groups of learners in a "hands on" learning environment • Holds up to 10 learners

Room Descriptions - Providence

Room Name	Room Photo	Room Descriptions
Sim Lab (Room 208)		• This large facility can be divided into two separate teaching spaces. The first section is ideal for hands on skills training, and classroom style learning. The second can be adapted to become a variety of hospital settings in which learners practice with computer driven manikins. This space holds 10-12 learners on each side, or a total of 25

Room Descriptions – St. Joseph's Health Centre

Room Name	Room Photo	Room Descriptions
Sim Lab (Classroom 5)		• This large classroom features over a dozen workstations where learners practice various simulation skills and participate in classroom style learning. It is equipped with synthetic models and audio/visual capabilities such as a projector and sound system • Holds up to 16 learners