

Summa Health – Virtual Care Simulation Lab EVENT PLANNING TOOL

NOTE: Please save the completed form, and attach and email to simlab@summahealth.org. Events will be confirmed or denied after being reviewed by simulation leadership. Please include the names for in the Outlook invitation.

Contact Information								
Name:	Department:							
Email:	Phone:							
Course Description								
Event Title:								
Event Organizer:								
Requested Date/Time: Thirty minutes will be added to the beginning and end of the event for set up and clean-up.	Date(s)	Start Time(s)	End Time(s)					
Recurring Event:	<input type="checkbox"/> Weekly: _____ <input type="checkbox"/> Monthly: _____ <input type="checkbox"/> Yearly: _____ Start date: _____ End date: _____							
Number of Learners:	Include facilitator, and any other instructors in this count. <i>Include learner training time.</i>							
Course Objectives:								
Pre-Course Content: i.e. Healthstream								
Course Day Content: i.e. Lecture								
Post Course Content: i.e. Survey, Evals								
Location Request:								
ACH Sim Lab – 1 North 525 E. Market Street, Akron, OH 44304	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	OR Suite	<input type="checkbox"/>	OB GYN Suite	<input type="checkbox"/>	Surgical Skills Rm
	<input type="checkbox"/>	Patient Exam Rm	<input type="checkbox"/>	Lab B	<input type="checkbox"/>	Task Trainer Rm	<input type="checkbox"/>	Entire Lab
ACH Sim Lab – Admin5 525 E. Market Street, Akron, OH 44304	<input type="checkbox"/>	OR 1 (smaller room)		<input type="checkbox"/>	OR Prep			
	<input type="checkbox"/>	OR 2 (larger room)		<input type="checkbox"/>	Microsurgery			
GORGE Sim Lab 1077 Gorge Blvd. Akron, OH 44310	<input type="checkbox"/>	Sim Tech Classroom (upper level)		<input type="checkbox"/>	Sim Lab – Fully Open (lower level)			
	<input type="checkbox"/>	CSC-C1-CONF-118 (lower level)		<input type="checkbox"/>	Sim Lab – Divided (lower level)			
Insitu	Location: _____							
Equipment Request								

Mannequin(s) Needed:	Full Body Mannequin (4)		NRP Baby (2)	
	Noelle Birthing Mannequin (2)		Full Body Pediatric Mannequin (1)	
Task Trainer(s):	Adult LP Trainer (2)	Femoral Line Trainer	Medport Trainer	
	ABG/Art Line Trainer (2)	FLS – Box Trainer(s)	NG Insertion	
	Baby LP Trainer	GYN Trainer(s)	Para/Thoracentesis	
	Central Line Trainer(3)	Intubation Trainer (3)	Peds Intubation Trainer	
	Chest Tube Trainer	Intubation Advanced	Trach Trainer	
	Cric Trainer	IV Arm(s)	Transvenous Pacing	
	FAST Sonoman	Knee Aspiration	US IV pads	
Equipment Required:	Anesthesia Machine	EKG Simulator	Para/Thoracentesis Kits	
	Adult LP Kits	Fluroscopy – C Arm	Peds LP Kits	
	Central Kits	Intubation Box(3)	Projector	
	Crash Cart (2)	IV Insertion Kits	Suturing Materials	
	Difficult Airway Box	Lung Simulator(2)	Television w/ hookup	
	Defibrillator (2)	NG Insertion Supplies	Ventilator	
	EKG Monitor	NRP Equipment	Vital Sign Simulator	
Additional Supplies:	Please allow a lead time if ordering is required.			
Simulation Support:				
Please select one:	<input type="checkbox"/> Self-Support: Organizer will turn on, prep, run and shutdown the equipment themselves. <input type="checkbox"/> Partial Sim Lab Support: Specific need will be assess during planning meeting. <input type="checkbox"/> Full Sim Lab Support: Sim Staff will be present pre-post event. <input type="checkbox"/> Uncertain of my support needs.			
FORM IS COMPLETED PLEASE EMAIL TO simlab@summahealth.org				
Simulation Leadership to Complete:				
DATE OF APPLICATION:		APPROVED:		
PLANNING MEETING:		CONTENT REVIEW:		
WALK-THRU:		SET-UP:		
NOTES:				
POST EVENT NOTES				