

# ASA SIMULATION PROGRAM ENDORSEMENT APPLICATION



**Welcome to the ASA Simulation Program Primary Endorsement Application** The purpose of this application is to gather information about your anesthesia-related simulation program. ASA endorsement will be granted to programs that demonstrate: ASA member value The ability to offer ABA Diplomate suitable educational activities that satisfies MOCA Part 4 requirements. See Frequently Asked Questions (FAQ), available on the ASA website ([www.asahq.org](http://www.asahq.org), search term “simulation education”) Policies and procedures commensurate with high quality educational offerings An infrastructure that is consistent with the proposed/described services Equipment and space that supports the educational objectives An evaluation process for the course, the instructors, and the program Policies and procedures to provide ASA members with a confidential and secure environment Sound education process for course development and evaluation The ability (though not required) to provide CME

To achieve ASA endorsement the program MUST have at least one faculty member who is an ABA diplomat who can serve as a MOCA Part 4 simulation course director.



## **Application Requirements**

The Program Director (PD) for simulation programs seeking ASA endorsement will be REQUIRED to attend, as an observer, a MOCA simulation course conducted at an ASA-endorsed SEN program. Upon completion of the course the Program Director will be asked to reflect upon the experience and generate a course performance improvement plan (CPIP) with regards to their own program’s anticipated MOCA course offerings. Exceptions to this requirement will be considered for PDs who have attended a MOCA course for part 4 credit prior to application submission.

SEN programs are expected to permit PDs from applicant programs to observe their MOCA course at no charge, assuming mutually agreeable arrangements are made in advance.

Prior to consideration for endorsement, the program will be REQUIRED to conduct a MOCA-style course for their faculty. This course should be conducted at your institution after observation at a SEN MOCA course as outlined above. The course must be at least 3 hours in duration and attended by at least 3 learners. The program will be REQUIRED to collect and submit course evaluations using the SEN course evaluation form (available online) and practice improvement plans from the learners. The Program Director will be REQUIRED to submit a course outline including a schedule and course content (scenario titles). Upon completion of the course, the Program Director will also be REQUIRED to submit a reflective CPIP with regards to their intended MOCA course content, organization and administration. Of particular interest will be content and organizational changes that will be employed based on conducting this “trial” course.

Although not required, it is strongly recommended that teaching faculty should attend a SEN MOCA course prior to participating as an instructor in a MOCA course for the first time. This can be accomplished at the home institution’s program. For questions and/or concerns, please contact the ASA Simulation Education team at [SENMOCA@asahq.org](mailto:SENMOCA@asahq.org).



## **Endorsement Application Timeline**


Submitted applications must be accompanied by a one-time application fee of \$2500.00, which is in effect for 24 months. If endorsement has not been achieved in 24 months, a new application and application fee will be required. During the endorsement process, the program director is required to provide regular updates on progress and respond to the editorial board’s email communications. Applications from applicants who do not maintain contact with the editorial board for a period of greater than 12 months will be considered dormant and will be required to submit a new application and application fee. Once your application is submitted, the ASA Simulation Editorial Board (SEB) will strive to provide feedback within 60 days. All applicants will be assigned a liaison from the SEB to assist you with the endorsement process. Once your application is submitted, the liaison will serve as the primary contact between you and the SEB. If additional documentation or narrative clarification is requested, programs are required to submit this material within 60 days through their SEB liaison, or provide a rationale if additional time is required.




## **Payments and Fees**

**Primary Endorsement Application Fee:** A one-time \$2,500 application fee for applying to be part of the ASA Simulation Education Network **Endorsement Fee:** A \$600 fee billed yearly for ASA-endorsed simulation centers to remain endorsed in the ASA Simulation Education Network **Administration/Participation Fee:** A \$125/per MOCA participant fee billed quarterly that covers the administrative work ASA staff provides to support the MOCA simulation courses.

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 Section I – Overview

 In this section ASA seeks to understand why your program is applying for ASA endorsement and how your program and the ASA will mutually benefit by this endorsement. As part of your description please include a “mission” statement that best describes your simulation program.


 1. Briefly describe your program:

In your description please include your target audiences and the length of time your program has been in place. (Limit your answer to 250 words) [REQUIRED]

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 2. State why your program is applying for ASA endorsement:

(Limit your answer to 250 words) [REQUIRED]

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 3. Describe the benefits your program will provide to ASA members:

(Limit your answer to 250 words) [REQUIRED]

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 4. Describe the strengths and any unique features of your program that would benefit ASA members:


(Limit your answer to 250 words) [REQUIRED]

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# Educational Offerings

 In the following section you will be asked to provide specific information about educational courses offered by your program. Although the description need not be lengthy, it should be detailed enough to provide members of the endorsement committee with a good sense of your program. Including examples of curriculum and objectives in the narratives are encouraged.

Describe your program's anesthesia-related course offerings for each of the following groups (if you have no course offerings for a particular group, please indicate so):

 1. Undergraduate (medical student or other) training.

(Limit your answer to 250 words) [REQUIRED]

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 2. Graduate Medical Education (GME) training.

(Limit your answer to 250 words) [REQUIRED]

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 3. Graduate Medical Education (GME) training.


[REQUIRED]

a. List and describe up to three simulation-related CME or Practicing Anesthesiologist Level courses your program has offered. (Limit your answer to 250 words).

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b. Describe in detail what CME or Practicing Anesthesiologist Level course offerings you envision providing to ASA members should your program receive ASA endorsement. (Limit your answer to 500 words)

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 4. Curriculum and scenario development process.

Describe how your program develops, evaluates, and improves scenarios. [REQUIRED]

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 5. Describe how your program would develop, evaluate and improve a course for ASA members.

[REQUIRED]

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## Upload Sample Scenario

*In this section the ASA seeks to understand your program's ability to develop well thought-out scenarios that possess sound educational rationale. We recommend submitting a scenario that demonstrates an adequate depth and breadth of experience that would be of value for ASA members and one that is suitable as an educational experience for an ABA Diplomate that satisfies MOCA Part 4 requirements. See Frequently Asked Questions (FAQ) available on the ASA website ([www.asahq.org](http://www.asahq.org), search term "simulation education"). Submit a complete scenario using the standardized "**Template for Simulation Patient Design**". Please upload your scenario as a single Word document or pdf file. If your application is approved, ASA requires that you allow your submitted scenario to be shared with other endorsed programs. As an ASA endorsed program, your program will have access to this compendium of scenarios.*


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 Scenario Name

Please enter a name for this scenario. [REQUIRED]

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# Instructors and Personnel

 ASA is interested in knowing something about your simulation instructors and how your program ensures instructor quality. Of similar interest is the infrastructure present within your program to support the instructors and the courses described in Section II.


 1. List the names of no more than 6 instructors who will be participating in your ASA-endorsed courses.

List the names of no more than 6 instructors who will be participating in your ASA-endorsed courses (you will upload their bio-sketches later on this form). [REQUIRED]

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 1a. How many CVs will you be uploading?


Using the standardized NIH Bio-sketch document as a template, please provide a bio-sketch for each instructor that highlights the instructor's experience with simulation. Please limit each bio-sketch to no more than 2 pages and include details regarding the instructors' years of experience in simulation-based education. The bio-sketch must include the nature and frequency of teaching and their training and background in simulation-based education. (Do not submit the instructor's Curriculum Vitae for this section.)

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 2. Describe your evaluation process for instructors.


Describe your evaluation process for instructors including description, frequency, remediation etc.

(Limit your answer to 250 words) [REQUIRED]

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 3. Describe your training process for instructors.

Describe your training process for instructors including how are instructors trained and/or kept current.

(Limit your answer to 250 words) [REQUIRED]

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 4. Do you distinguish between different levels of instructors?

Include any criteria to determine who is permitted to direct courses and participate in debriefing activities.

(Limit your answer to 250 words) [REQUIRED]

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 5. Give a description of your program's support (non-instructor) personnel.

(Limit your answer to 250 words for each)


 a. Technicians.

[REQUIRED]

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 b. Office and scheduling (administrative) support.

[REQUIRED]

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 c. Other support personnel.

[REQUIRED]


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# Space, Equipment and IT Infrastructure

 ASA is interested in the facilities you use to deliver your program offerings. Specifically, ASA is interested in how your facilities accommodate your program elements and what is your maximal capacity. In addition to physical space and equipment, we are interested in your IT infrastructure, including how you organize your administrative functions, your curricular materials, and the security measures in place to assure participant confidentiality.

 1. Describe your space or facility.


Describe your space or facility including size, configuration, location.

(Limit your answer to 250 words) [REQUIRED]

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 2. Briefly describe who uses your space/facility and how often. What is your facility's annual utilization and maximal capacity?

(Limit your answer to 250 words) [REQUIRED]

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 3. Provide information on:

(Limit your answer to 250 words) [REQUIRED]

- a. Parking (proximity, cost, availability)? 

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- b. Does your program provide food and other amenities during courses?  Yes  
 No
- c. Are telephones and bathrooms easily accessible?  Yes  
 No
- d. Is your facility wheelchair accessible?  Yes  
 No


 4. Describe the number and types of relevant simulation technologies (manikins, virtual reality, computer-based simulation, etc.) that your program uses.

(Limit your answer to 250 words) [REQUIRED]

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 5. Describe your AV and related software systems to facilitate training and debriefing.

(Limit your answer to 250 words) [REQUIRED]

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 6. Describe the information technology (IT) used to schedule, orchestrate, edit, and archive courses and curriculum.


If IT solutions are not used, please explain what is currently being used and what your program's future plans are for information storage.

(Limit your answer to 250 words) [REQUIRED]

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 7. Describe the security processes and measures of assuring confidentiality for ASA members who take courses in your program. (Limit your answer to 250 words) [REQUIRED]


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 Please upload your program's written policies on the following. Include any documents provided to course participants granting permission for videotaping archiving, and scenario observation.



# Program Leadership

 ASA is interested in information that speaks to the stability and history of your simulation program. Areas of specific interest are leadership and governance.

 1. The name of your Program Director, and how long he/she has held that position.

Note: For the purpose of this section “Program Director” refers to the individual who directs your anesthesia simulation program. This may not be the same person as your Center Director.

(Limit your answer to 250 words) [REQUIRED]

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 3. Describe the Director responsibilities.


What is their percent effort in your simulation program versus other obligations and activities? What is the source and percent of their support for their Program Director responsibilities?

(Limit your answer to 250 words) [REQUIRED]

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 4. Please provide the name and role of the Program Director’s direct supervisor.


Who is ultimately responsible for the Program/Center’s financial support and how are such budgetary decisions made?

(Limit your answer to 250 words) [REQUIRED]

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 5. Specify how the Program Director maintains the program and ensures quality.

What mechanisms are in place to ensure uniform standards? What evaluative processes exist?


(Limit your answer to 250 words) [REQUIRED]

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# Customer-related Issues and Program Evaluation

 ASA is interested in knowing how your program manages customer related issues and the polices and procedures developed to address participant concerns.

 1. Policies regarding:

(Limit your answer to 250 words for each) [REQUIRED]

- a. Fees (methods of payment, refund policy, etc.) \_\_\_\_\_
- b. Handling of customer disputes or concern \_\_\_\_\_

 2. Provide your program's:

(Limit your answer to 250 words for each) [REQUIRED]

- a. Typical hours of operation \_\_\_\_\_
- b. Contact person and relevant information \_\_\_\_\_

 3. Handling performance anxiety.


Briefly describe what strategies and mechanisms your program has in place to address customer anxiety re: performance, confidentiality, security, etc.

(Limit your answer to 250 words) [REQUIRED]

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 4. Assessing course effectiveness.

ASA is interested in knowing your program's polices and procedures used to assure quality educational offerings. Please provide the answers to the following:

(Limit your answer to 250 words for each) [REQUIRED]

- a. Describe your process for evaluating the effectiveness of your program's educational offerings. Describe how you address apparent deficiencies in specific course components or instructors. \_\_\_\_\_
- b. Please provide one example demonstrating the program's use of feedback to improve the program. \_\_\_\_\_

 Does/Will your program offer CME?

Does/Will your program offer Category I CME hours for the MOCA simulation exercise? Although not a requirement, it is encouraged.

- Yes
- No


 5. CME credit.

(Limit your answer to 250 words for each)

- a. Which institution (serves/will serve) as your CME provider? \_\_\_\_\_
- b. Is this CME provider accredited by: ACCME or another organization. Please describe. \_\_\_\_\_
- c. Describe the mechanism and typical time for delivery of CME certificates (if known). \_\_\_\_\_


## Final Checklist

Before submitting this application, please check that you have completed all of the tasks listed below.

 1. Have you completed the application and uploaded all the appropriate files?

Yes

No

 2. Has the Program Director observed a MOCA course at an approved SEN center?

Yes


No

 3. Have you run a mini-MOCA course for your faculty?

Yes


No

### 4. Please upload a summary of your reflections from the mini-MOCA course

 Upload a file


### 5. Please upload the course evaluations from the mini-MOCA course.

The evaluation template can be downloaded [here](#).

 Upload a file

### 6. Please upload the Practice Improvement Plans of the participants in your mini-MOCA.

The evaluation template (includes PI plan template) can be downloaded [here](#).

 Upload a file