

Checklist for SimChart® Responsibilities

Faculty facilitating experiential learning opportunities (lab or simulation)

- All Job Aides, Standardized Simulation Scenarios and Student Instructions will be placed into your Course Collaborative Shells and Campus Shells by the CIS

Date Due	Completed	Description
Week 3-4		NR 302: Verify student has completed and turned in student scavenger hunt as ticket into lab
Before first experiential learning opportunity		Create team name in SimChart® under course tools-rosters & teams and include students and self on team. Example: Course Number, Campus Initials, Session, Year, Day, Time, Instructors Last Name (NR 224 ADD Sep 2015 Tuesdays, 8am Sokol) <i>(Creating Teams Job Aide)</i>
Within 72 hours of student submitting		Evaluate student documentation within SimChart® and provide feedback directly in SimChart® <i>(Grading SimChart® My Clinicals Assignment or Grading SimChart Course (ex. NR 224) Simulations Assignment Job Aide)</i>
As simulation is scheduled		Verify student has completed pre-briefing questions located on the standardized simulation scenario and the student's instructions prior to the start of pre-briefing. If a student has not completed the pre-briefing questions, they are NOT permitted to attend the simulation.
As assigned		Complete assigned training pre-work and attend webinar and onsite training <i>(Accessing SimChart® Student Orientation Video; Completing SimChart® My Clinicals Assignment; Creating Folders; Creating Teams; Evolve Enrolling Co-Instructors Job Aide)</i>
As appropriate		Respond to all emails from students regarding SimChart® within 24 hours

As received		Assist student with SimChart® questions as needed
As needed		Email simchart@chamberlain.edu with any SimChart® related questions

Student SimChart® Assignments:

NR 302 Assignments

Week 3	Students receive Access Code and Course ID to Self-enroll. Course ID will be placed into the course shell under announcement section.
Week 4	Students complete scavenger hunt and student orientation video
Week 5-7	Submit completed scavenger hunt to faculty facilitating ELO as ticket into lab. Student performs head to chest assessment on each other and document in SimChart®

NR 304 Standardized Simulation Assignments:

Week 2-7 Completed During Lab Component	Mary Cohen simulation
Week 1-7 Completed During Lab Component	Annie Laduke simulation

NR 224 Standardized Simulation Assignment:

Weeks 6-8 Completed During Lab Component	Maria Hernandez simulation
---	----------------------------

NR 226 Standardized Simulation Assignments:

Weeks 4-7	David Montanari simulation
Weeks 1-7	Jesus Garcia simulation