



Educational Activity Design Submission form

The following information is required for all events held at uOSSC.

General event information		Event ID # Internal use only
Simulation activity or program title		
Planned date(s)		
Information on developing organization		
Simulation activities or programs must be developed or co-developed by a minimum of 2 (two) members of a physician organization.		
Name of developing organization		
Which option applies to the development of this simulation program	<p>The simulation program was developed independently by members of a physician organization.</p> <p>The simulation program was prospectively developed in collaboration with another physician or non-physician organization. We accept responsibility for the entire program.</p>	
Date of the application		
Person responsible for academic content		
Phone number		
E-mail address		
Person responsible for administrative assistance		
Phone Number		
E-mail address		

Adherence to principles of effective instructional design

Refer to Educational Activity Design Completion Guide.

Criteria 1:

Simulation activities should be planned to address the identified needs of the target audience within a specific subject area, topic or problem.

1. Identify the outcomes or gaps in knowledge, attitudes, skills, or performance for this event.

2. Identify the sources of information that were selected to develop the content of the session:

3. Describe the identified target audience for this simulation (year of study/specialty). Please indicate if this program is intended for other health professionals.

4. List all members of the simulation development team, including their medical specialty or health profession.

Name	Specialty/health profession

**Criteria 2:
Learning Objectives**

Please provide the learning objectives of your event.

**Criteria 3:
Simulation programs should describe the methods that enable participants to demonstrate or apply knowledge, skills, clinical judgment or attitudes.**

1. Describe the key knowledge areas, skills, or competencies addressed by this simulation program.

2. List each component of the simulation session in the table provided. Please attach an additional page should more space be needed.

At least 60% of the instructional activity should include an interactive component with feedback to individual learners.

Time or Sequence No.	Instructional Activity

**Criteria 4:
Session developers should provide evidence of effectiveness of the educational intervention following the session.**

Please provide a description of your evaluation plan or a copy of your evaluation form(s).

Adherence to Ethics Standards

The content of Simulation programs must be developed independent of the influence of any commercial or other conflicts of interest.

Each of the following ethical standards must be met for a simulation program to be approved.

1. The scenario development committee was in complete control over the selection of the scenario, or topic and authors recruited to develop this simulation.	We comply with this standard: Yes No
2. The simulation development committee and authors disclosed to participants all financial affiliations with any commercial organization(s) regardless of their connection to the topic or themes of the simulation.	We comply with this standard: Yes No
3. All funds received in support of the development of this simulation were provided in the form of an educational grant. Funding must be payable to the Faculty of Medicine or The Ottawa Hospital and they are responsible for distribution of these funds, including the payment of honoraria.	We comply with this standard: Yes No
4. No drug or product advertisements appear on any of the simulation program's written materials.	We comply with this standard: Yes No

Provide a copy of the budget that identifies each source of revenue and expenditure for the development of this simulation program (if applicable).

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Provide a web link to the program and any advertisements providing advance notification.

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Identify all organizations that are providing funding or services in-kind for the development of this program.

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