**example 11: fellow  
EDUCATION ADMINISTRATION AND LEADERSHIP WORKSHEET**

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| **Brief description of project** | Director of Simulation, Department of XYZ  I oversee all patient-based teaching activities for the residents and fellows in my department |
| **Number of people affected**  **(Quantity)** | The department of XYZ has approximate 50 residents and 3 fellows |
| **Need/problem/**  **opportunity** | Simulation in XYZ creates the ability to repetitively practice decision making and treatment of undifferentiated critically ill patients and allow residents and fellows to make active decisions on medical care without risk of harm to real patients. |
| **Goal** | My goal is to create a comprehensive simulation program for all residents and fellows in my department.  I am creating an organized curriculum (sessions in the past have been spontaneous and did not have a time table or longitudinal progression) and an evaluative tool for the simulation sessions.    Specific teaching goals vary depending on the core topic for the session. In general we focus on communication, decision making skills, interaction with family members, and team work in addition to the specific disease or medical treatment teaching points. |
| **Leadership role and number of years in this role** | I help plan, organize, and execute multiple sessions within the department.  I help create appropriate scenarios, plan debriefing with faculty, and facilitate the actual case on the day of discussion and help with debriefing.  I oversee management of the department’s equipment and space, involve residents and faculty in teaching activities.  Director of Simulation, Department of XYZ, for 1 year (Year X-present) |
| **Actions Taken** | * I became Director of Simulation for the department in January of last year. I oversee all sessions for the residents:   + Monthly 1 to 2 hours sessions as part of resident lecture series   + Two or three full day sessions per year with the residents   + 6 one hour sessions per year with the fellows * Overseeing these sessions involves working with residents and faculty on what are the needed topics, developing the cases, and debriefing and teaching topic material along with other faculty and residents.  I use literature review and best practices from groups such as the Society for Simulation to develop the program. * In order to improve the Pediatric part of our education program I recently received a grant from the XYZ Foundation which will allow me to develop a pediatric emergencies curriculum. * I am beginning to create a more formal curriculum and structure for our program including objectives, evaluations, and a linear timeline of learning topics. (see Appendix A) |

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| **Resources Utilized** | * I work with the chief residents and the fellowship director to assure needed topics are covered * I have a small budget from the department for time and materials * I have a grant as mentioned above * I regularly involve residents in each of our sessions as actors, teachers, and facilitators of the session |
| **Outcomes/Impact** | * The residency formally had only sporadic sessions.  This academic year the chief residents asked me to conduct regular monthly sessions even replacing some of their core lecture series. * The fellowship formally had only sporadic sessions until the fellowship director requested I run a session on a scheduled regular basis. * We are collaborating with the OB/GYN leadership to create a multidisciplinary session this winter. |
| **Evaluation** | There is currently no formal evaluative process for the sessions or other department lectures.  One of my goals for this year is to implement a formal evaluation component to our program. |
| **Evidence of Quality** | * The pediatric emergencies curriculum grant will include an impact study to measure the effectiveness of the program we design. * The education component of the residency has increased every year and has been taken to a new level this year by replacing some of the core content lectures with specialized lectures. |
| **Evidence of Dissemination** | * I was asked to be a founding executive committee member of the National Society for Simulation. * I ran a day of simulation cases for a city wide group of Physician Assistant’s at the request of our PA director. * I have been invited to create pediatric case content for a competition at the American College of XYZ’s annual meeting this year. * I received a grant from the XYZ foundation to support this work. |