

# Health Education England SW Simulation Network

## Simulation and TEL Project Application Form 2021

### Introduction

Health Education South West Simulation Network (HEESWSN) has been allocated funding for projects which will seek to develop multi-disciplinary education through the use of innovative educational technologies across the South West region. Such projects will usually be based around simulation-based education, but might also include e-learning programmes, virtual reality technologies and others.

Funding will usually be in the form of Fellowships for one year, but other projects will also be considered subject to the scoring criteria. Where projects propose to appoint simulation technical staff, priority will be given to projects that utilise Apprenticeship schemes, and which will deliver training pathways in line with the RSCiTech qualification (<https://sciencecouncil.org/scientists-science-technicians/which-professional-award-is-right-for-me/rscitech/>).

The projects must support the development and delivery of multi-professional educational projects and initiatives throughout the South West region within NHS providers, HEIs, social care or other healthcare settings. Any resources developed through these projects must be shared with other NHS providers, for instance using the iRIS platform. All proposed projects must align **with at least one of the 5 Simulation Network**

- **Multi-agency Simulation Activity**
- **Simulation Technicians**
- **Research**
- **Virtual Simulation, Digital Technologies and Innovation**
- **Standardised Patients.**

Project leads must be supported by an executive sponsor from their host organisation and will be expected to submit quarterly reports to HEESWSN. HEESWSN will support the project team with a dedicated mentor drawn from the Network, and the team will be encouraged to share their progress with the other successful project teams at Network meetings.

Project funding will incorporate funds to execute the project (such as a salary for the Fellowship position) and other costs that are deemed necessary. Purchase of simulation equipment will be not usually be funded, but applicants are welcome to incorporate requests for specific items of equipment within the overall bid.

HEESWSN will convene a Simulation Project Selection Committee who will be representative of the Network and will include members from a diverse range of backgrounds. The committee will be tasked with assessing bid applications and the final group of successful bids will be selected based on merit.

### **Division and management of the funds**

The intention is to spend the funding supporting Trusts, NHS providers and other healthcare organisations in establishing educational projects with demonstrable human factors, patient safety and quality improvement benefits for multi-professional workers within their organisation and across the SW region, or supporting development of a safe and capable workforce, preventing ill health and supporting healthier lives. Furthermore, HEESW proposes that organisations explore the sustainability of these posts with the intention of permanently funding the role after the 12 month funded post ends.

Simulation Fellowship roles may be drawn from medicine, nursing or other healthcare professional backgrounds. Technician posts funded as part of this funding stream should be open to all eligible applicants and should be linked to Trust Apprenticeship Schemes where possible. Technician posts do not normally have to be filled by individuals with a clinical background, but the range of technician roles is wide and all suggested posts will be considered. Funding will be available for a maximum of £30,000 per project. Priority will be given to projects that target groups or organisations that have limited access to simulation-based education or other TEL interventions.

### **Criteria and contractual obligations for bids**

Bidding organisations are obliged to provide suitable professional continuing support for a fellow, technician or other staff member employed as part of the project. It is imperative that there is time set aside that enables the fellow/technician to convene at least **weekly** with a project lead or mentor from their organisation. They should also be provided with appropriate resources to support the project – information and a proposed outline about these must be detailed in the bid.

HEESWSN will provide a named member of the Network who will be the liaison between the Network and each project, and who will provide external mentoring and guidance as well as receiving project reports and updates, as detailed below. We would anticipate that the Network Liaison would have contact with the fellow/technician and project lead on a monthly basis, with quarterly face-to-face meetings, and agreement to this is a fundamental requirement in order to receive funding.

The bid must include a detailed section describing how the fellow/technician and/or the project they undertake will improve the quality of patient services and enhance patient safety, and how this will be shared across the South West region through HEESWSN. All projects will be expected to develop multi-professional and multidisciplinary groups in their work, ensuring full inclusion of medics, nursing, AHPs and other organisation employees.

Full co-operation and participation is required from all organisations, fellows/technicians and mentors with the use of iRIS ([www.irishealthsim.com](http://www.irishealthsim.com)). This is a web platform to developing, collaborating and sharing of simulation and education resources.

All healthcare workers engaged in SBE in the South West region can have access to the system and this will be arranged for all successful applicants if they do not already have access. All scenarios and learning materials developed must be uploaded to the iRIS system for collective use where appropriate.

Whilst all fellows/technicians, project leads and other staff appointed through this funding stream will be employees of the bidding organisation and not of HEESW, it is a prerequisite of the bid that good communication is fostered and maintained with the Simulation Network and the Associate Deans for Simulation.

A detailed quarterly update is required from each project. This is essential to ensure a regular review with risks and issues at the end of each quarter is reported to HEESW via the Network Liaison. An end of project form detailing outcomes and benefits must be completed to demonstrate for value for investment.

Meetings of the HEESWSN will be held quarterly throughout the year, and attendance at these meetings is mandatory. Additional meetings will be organised to support development of the fellows/technicians and project leads within their roles, provide a forum for sharing practice and activity and offer educational development. Projects also undertake to present their project at the annual South West Simulation Network Conference, held in October of each year (next due to be held in October 2022).

A project lead and executive sponsor is a precondition for each bid. Assurances will be required from these individuals that the project has full support from the organisation and all parties involved from each division that the project crosses.

Finally, projects must be novel and not previously funded through the HEESWSN – the funding is strictly for one year only and will not be recurring.

#### **Guidance on completion of the application form:**

- Applications should clearly outline the planned Human Factors, Patient Safety and Quality Improvement objectives to be addressed through a simulation-based or other TEL educational intervention.
- Priority will be given to projects which include strategies to train disciplines or groups that do not currently have access to this type of training or are based in organisations without established access to this type of training.
- Priority will be given to projects which support clinical placements in health and social care organisations.
- Priority will be given to projects that take a multi-disciplinary approach to training.
- Priority will be given to projects that incorporate innovative technologies or other educational methods.
- Priority will be given to projects that will prevent ill health and support healthier lives.
- Priority will be given to projects that will enhance healthcare resources across the South West region.
- Priority will be given to projects that involve partnerships between organisations and between the NHS and private enterprise.

## **Identified professional background of fellow/technician, project lead and other proposed project staff**

- Applications should clearly state the professional background of all staff who are to be involved in the project, or the proposed background of staff that are planned to be recruited. In situations where the fellow/technician has already been identified their details should be included in the application. In most situations it would be expected that the project lead will provide mentorship to the fellow/technician, but if this is not the case then proposals for how the fellow/technician will be mentored should be included. Applications where mentoring arrangements for the fellow/technician have already been identified will be favourably reviewed.

## **Organisational resources to support fellowship**

- The bidding organisation should outline the resources available to support the project in terms of infrastructure, support staff including mentoring systems and access to equipment to implement the project. In situations where resources are not yet in place applications should be accompanied with a business plan outlining organisational funds identified and steps being taking to ensure resources will be in place.

## **Support from the Organisation leadership**

- Applications should identify how the objectives of the project align with the strategic intent of the organisation. In addition, written support from leadership (an executive sponsor) of the bidding organisation must accompany the application along with information about how the post will be professionally supported.

## **Level/grade of Fellow (eligibility for Simulation Fellowships)**

- Positions will be open to all health and care professionals across the Southwest. Please state clearly in the bid application the staff group, grade and/or level of the proposed Fellow. In cases where an organisation's application for funding has identified the professional background of the proposed Simulation Fellow to be medical, only postgraduate trainees of the level ST4 and above will be considered. Where the organisation has proposed a Fellow from another professional background they must hold a band 6 post or above during the fellowship. SAS and non-training grade medical Fellows should be ST4 equivalent or higher. An exception may be made in situations where the proposal is to employ a simulation technician at a lower band than Band 6, but in this case it would be expected that the technician would not be the Project Lead. Where funding is not sufficient to employ the fellow on a full-time basis, there should be a plan for employing them in a less than full time capacity and making up their hours with clinical work or through other means.

## **Scoring of applications**

Applications will be assessed with a score of 1-5 on each of the following criteria:

- Detailed description of objectives and scope of the proposed project
- Potential contribution of project to improve patient safety and outcome
- Potential for the project to increase opportunities for clinical placements in health and care settings

- Clear commitment to the multiprofessional nature of the project and its goals
- Information about how the project/intervention links with Trust and HEESWSN objectives/workstreams
- Potential for benefits to the wider healthcare network across the South West
- Comprehensive description of implementation methodology and timeline of the initiative
- Detailed information about the level of support and resources that will be in place in the organisation to ensure success of the project
- Details of the named mentor for the simulation fellow/technician, including their experience in simulation, human factors, quality improvement and patient safety activities
- Clear and detailed description of how monthly progress reviews will be carried out
- Evidence of support from leadership of proposed clinical implementation area (detailed letter of support to be included)
- Clear plans for the evaluation of impact identified
- Thorough plan for disseminating the results from the project described in detail

### Application process

Proposals for consideration (including this form and supporting documents) should be sent by email to [PenADAdmin.SW@hee.nhs.uk](mailto:PenADAdmin.SW@hee.nhs.uk) by 12 noon on Friday 30th July 2021. Scoring and evaluation will be completed during August and shortlisted applicants will be notified as soon as possible. Successful projects will receive their funding from HEE in before the end of 2021. Projects should be able to commence before the end of the 2021-22 financial year.

Proposals must be submitted using the pro-forma in this document and will be assessed using the criteria listed above. The decision to shortlist a project proposal will be based upon the quality and relevance of the submitted information on this form. Please complete HEE South West Project Initiation Document (page 5-8 Brief PID value less than £10,000 or Full PID for greater than £10,000, pages 5-15). HEESW PID **must** also be completed, and will form the basis of ongoing project management through HEESWSN if the project is successfully funded (PID Part 2 pages 12-14). In addition, please complete the additional application questions on page 15.

Requests for further information and any queries about the application process should be directed to the Associate Deans for Simulation – Wai-Yee Tse and Dan Freshwater-Turner ([wai-yee.tse@nhs.net](mailto:wai-yee.tse@nhs.net) or [dan.freshwater-turner@uhbw.nhs.uk](mailto:dan.freshwater-turner@uhbw.nhs.uk))

Please complete the HEE South West Project Initiation Document and additional application questions (please note that the additional application questions should be completed for **both Brief or Full PIDS**) below:

## HEE South West Project Initiation Document

**PART 1 – Initiation and Review - To be completed for Review** (And then updated during Project Delivery as necessary)

(Please refer to guidance document to aid completion)

Section 1 – Summary					
<b>Funding Year:</b>	2021-22	<b>Project Title:</b>	Enhancing Patient Safety through Multi-professional Clinical Simulation of Pre-hospital, Ward and Operative Department Care		
<b>Funding Required from HEE:</b>	£30,000	<b>Organisation to receive funds:</b>	University of Plymouth		
<b>Total project value:</b>	£48,000	<b>Other Funding Bodies:</b>	University of Plymouth	<b>Value:</b> <b>£18,000</b>	<p>Providing an innovative technology-enhanced simulated pre-hospital environment in the Plymouth Science Park (PSP), Operative Department and Ward environments in the Clinical Skills Resource Centre (CSRC)</p> <p>The University will also provide training and staff development support for the appointed Simulation Technician including training by the Senior Clinical Skills Technician and Clinical Skills Tutors, the attendance of relevant courses and presentation in regional/national relevant conferences.</p>
<b>NHS Priority:</b>	Cross System (ALL)	<b>Main staff group impacted:</b>	Multi-disciplinary Teams	<b>Primary aim:</b>	Improve staff experience of providing care
<b>Start Date:</b>	01/02/2022	<b>End Date:</b>	31/01/2023	<b>Revised End Date:</b>	Select date

<b>Project Managers - Name and Title:</b>	<b>Professor Hisham Khalil</b> (Head of the Peninsula Medical School)  <b>Dr James Read</b> (Associate Head of School for Teaching and Learning and Lead for Clinical Skills)	<b>Email Address:</b>	<a href="mailto:hisham.khalil@plymouth.ac.uk">hisham.khalil@plymouth.ac.uk</a>  <a href="mailto:james.read@plymouth.ac.uk">james.read@plymouth.ac.uk</a>
<b>Project Manager - Organisation:</b>	Peninsula Medical School, University of Plymouth	<b>Contact Number:</b>	07803925790
<b>Provide a short summary for the use of these funds including the output:</b>	<p><b>Aim</b></p> <ul style="list-style-type: none"> <li>- The aim of this project is to enhance patient safety in multiple clinical environments in Devon and the South West Peninsula through provision of an authentic, sustainable, multi-professional and multi-purpose simulation environment covering pre-hospital, ward and operative department care.</li> </ul> <p><b>Collaborations</b></p> <ul style="list-style-type: none"> <li>- This project includes a collaboration between the University of Plymouth (UoP), University Hospitals Plymouth (UHP) NHS Trust and the Devon Training Hub (DTH). The Associate Medical Director for Integrated Care and Partnership, University Hospitals Plymouth NHS Trust and the Strategic Director, Devon Training Hub are fully supportive of the project. The developed simulation environment will offer training of healthcare professionals from multiple disciplines and organisations including UHP NHS Trust, Livewell, St Luke's Palliative Care Team. Staff in the Community Rapid Response team and Hospital at Home teams will also be offered training.</li> <li>- DTH is supportive of the idea to expand the reach of Clinical Skills Resource Centre. (CSRC) and the PMS Learning Environment in the Plymouth Science Park (PSP) to benefit the training of health and Social care workers. In addition to enhancing clinical, DTH believes the developed simulation facility adds to the portfolio of progressive, innovative practice which would promote Devon /the South West as a desirable place to work.</li> </ul>		

- Within the University, there is collaboration between the Peninsula Medical School (PMS), the School of Nursing and Midwifery (SNAM) and the School of Health Professions (SoHP). Including the development of simulation scenarios. There are real opportunities for the Faculty of Health Inter-professional Education through the Peninsula Integrative Health and Social Care Education Centre (PIHC). There is also the scope to work with partner organisations within Livewell SW, South Devon NHS Foundation Trust and Taunton and Somerset NHS Foundation Trust. These organisations provide clinical placements for University of Plymouth students.

### **Supporting Clinical Environments and Placements**

- With the ongoing disruption to clinical environments owing to the COVID-19 pandemic and the urgent and elective care backlog, simulation will play an increasingly important role in ensuring that students on healthcare programmes receive appropriate education and support to be fit to practise at the point of graduation.
- The developed simulation environment will directly support clinical placements for healthcare students including medical, physician associate, nursing, paramedicine students, amongst other students in the Faculty of Health.

### **Existing Support and Infrastructure**

- The PMS has existing infrastructure in a well-established CSRC with a simulated ward and currently developing a simulated theatre environment in addition to the multi-professional digitised learning environment in the Plymouth Science Park to be used for simulation of pre-hospital care. The PSP learning environment has also been used to relay clinical learning from an outpatient setting to students using Holo Lens (Augmented Reality) technology. The following is a link illustrating this.

<https://www.plymouth.ac.uk/news/new-technology-enables-students-to-see-medical-procedures-without-attending-hospital>



	<ul style="list-style-type: none"> <li>- The PMS will provide funding to develop authentic simulation scenarios (£3000). PMS staff in collaboration with staff from the School of Nursing and Midwifery, and the School of Healthcare Professions and partner NHS Trusts will develop scenarios for simulation.</li> <li>- The multi-professional simulation environment will be used to deliver the scenarios with pre-post simulation assessments. The scenarios will focus on patient safety aspects in these three clinical environments including ways to enhance patient care. This will be based on authentic experiences.</li> </ul> <p><b>Evaluation and Dissemination of Outputs</b></p> <ul style="list-style-type: none"> <li>- The outputs of the evaluation of the project and impact on patient safety and care will be shared regionally through the HEE SW Simulation Network and made available to healthcare professionals participating in Simulation-Based Education, presented in appropriate national forums and published in relevant peer-reviewed journals.</li> </ul>
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<b>Geographic Area Covered:</b>	<input checked="" type="checkbox"/> HEE Region: <a href="#">South West</a> <input type="checkbox"/> ICS: <a href="#">Please Select</a> <input checked="" type="checkbox"/> Training Hub: <a href="#">Devon</a> <input type="checkbox"/> Other... <i><b>please overwrite...</b></i>
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<b>HEE Star:</b>	New Ways of Working	<b>COVID-19 Related:</b>	Yes	<b>People Plan:</b>	5. Growing and Training our Future Workforce
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<b><u>For ICS projects:</u> Is this project aligned to all ICS Diversity and Inclusion Plans?</b>	Please Select
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<b>Please provide, if appropriate, a short summary:</b>	
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<b><u>For HEE projects:</u> Is this project aligned to the HEE SW Diversity, Inclusion, &amp; Participation Business Plan?</b>	Yes
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<p><b>Please provide, if appropriate, a short summary:</b></p>	<ul style="list-style-type: none"> <li>- The project is designed to include contributions from healthcare professionals from diverse backgrounds from the Peninsula Medical School, School of Healthcare Professions and the School of Nursing and Midwifery.</li> <li>- Many of the Plymouth University courses now include an integrated foundation year to encourage participation from under-represented groups which has made very positive steps towards inclusivity and diversity.</li> <li>- By design, the project targets all healthcare students in the Faculty of Health and practising healthcare professionals from diverse backgrounds including paramedics, physician associates, nurses, hospital doctors, general practitioners, healthcare assistants, operating department practitioners, and radiographers amongst others.</li> </ul>
<p><b>Does this project contribute to widening participation in the healthcare workforce?</b></p>	<p>Yes</p>
<p><b>Please provide a short description:</b></p>	<ul style="list-style-type: none"> <li>- The simulation suite will be used as part of the open days activities, the Peninsula Pathways into Medicine, and help with widening participation into a number of healthcare professions.</li> <li>- The medical school also has a dedicated 'Widening Access to Medical School' team who would also benefit from access to supported simulation.</li> </ul>
<p><b>Is Expert by Experience (EBE) included within this project?</b></p>	<p>Yes</p>
<p><b>If yes, how? If not, please explain why?</b></p>	<ul style="list-style-type: none"> <li>- Expert by Experience will be included in the project with input from patient groups in primary, hospital care and where appropriate, their carers.</li> <li>- This input will initially draw on the experience of patients and service users to understand key areas that they feel would benefit from enhanced simulation. During the design of the simulation scenarios and training of the simulation technician, experts by experienced will be invited to help develop resources and meet with the appointed technician to share their experiences.</li> <li>- Experts by experience will also be invited to all project review meetings to contribute their views and experiences.</li> </ul>

<b>PID Completed By:</b> (Name, Email, Job Title & Organisation)	Professor Hisham Khalil Head of the Peninsula Medical School, University of Plymouth Hisham.khalil@plymouth.ac.uk	<b>Date:</b>	29/07/2021
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*HEE SW PPMO Internal use only:*

<b>Date Received by HEE PPMO:</b>	Select date	<b>HEE REF number:</b>	
<b>HEE SRO/PL/SRM/THB&amp;DM:</b>		<b>HEE Programme/Priority/Theme:</b>	
<b>Date Reviewed by HEE:</b>	Select date	<b>Review Outcome</b>	Please Select

**Section 2 – Briefly outline why this funding is required?**

<b>Background / Need:</b>	<ul style="list-style-type: none"> <li>- Patient safety continues to be an area of interest and concern in healthcare. The NHS published its patient safety strategy in 2019. The patient safety syllabus provides a framework for education and training that addresses inherent and systemic issues that impact on patient safety. The use of clinical simulation to address issues of patient safety is well-established. Pre-hospital, ward and operative department clinical environments are three area with high output care and where training the multidisciplinary teams in the various aspects of patient safety is important.</li> <li>- The training in a well-designed simulated clinical environment will include areas such as learning from incidents, human factors training, sharing good practice as well as exploration of new models of healthcare delivery by the multi-professional team.</li> <li>- With the ongoing expected impact of COVID-19, access to well-resourced simulation with expert technicians will be a vital part of safeguarding excellent clinical learning and the ongoing preparation for practise of healthcare graduates.</li> </ul>
<b>Rationale:</b>	<ul style="list-style-type: none"> <li>- This project provides education and training in a well-designed clinical simulation environment. This is a cost-effective and sustainable way of providing patient safety training to healthcare profession students and practitioners and embedding the concept of patient safety from an early stage of their careers.</li> </ul>

## Section 2 – Briefly outline why this funding is required?

	<ul style="list-style-type: none"> <li>- The project emphasises the multi-professional and multi-disciplinary aspects of patient care and will help explore aspects of patient safety with current and new models of healthcare delivery.</li> <li>- Through the funding of a dedicated Simulation Technician, this project provides a sustainable model for the ongoing delivery of healthcare education for the multi-disciplinary team across the South West of England.</li> </ul>
<p><b>Scope</b> (including benefits to the wider healthcare network across the South West)</p>	<ul style="list-style-type: none"> <li>- This project seeks to embed patient safety concepts in undergraduate and post graduate healthcare professionals in the region. This is through embedding multi-professional clinical simulation of three important work environments.</li> <li>- The project underpins the Inter-professional Education activities facilitated by the Plymouth Integrative Health and Social Care Education Centre, part of the Faculty of Health.</li> <li>- The project will also provide training opportunities for practising healthcare professionals in the region including Doctors, Nurses, Paramedics, Physician Associates, Healthcare Assistants amongst others.</li> </ul>
<p>Alignment to other strategies (including Information about how the project aligns with Trust and HEESWSN objectives (including the five HEESWSN workstreams):</p>	<ul style="list-style-type: none"> <li>- This project is aligned to HEE Education Outcomes Framework with the aim of training healthcare professionals to improve patient experience and outcomes. The project also promotes healthcare workforce re-design and promoting new models of healthcare delivery.</li> <li>- The training provided by the simulation facility will underpin patient safety in multiple clinical environments for multidisciplinary teams including pre-hospital, ward and operative environments. This will also be very useful for international recruits joining the healthcare workforce in the region. The project will also facilitate the development of new models of multi-professional healthcare</li> </ul>

**For PIDS with a Total Value less than £10,000 please now complete [Section 3](#).**  
**For PIDS with a Total Value greater than £10,000 please now complete [Sections 4-8](#)**

**Section 3 – \*\* Only Complete for PIDs with a Total Value of less than £10,000 \*\***

	Milestones	Anticipated Cost
High Level Costings Breakdown:		£
		£
		£
		£
	<b>Writing TOTAL:</b>	<b><u>£Total</u></b>
What will be measured or evidenced to demonstrate impact of this investment?		
How will this project be evaluated to understand the benefits realised from the investment?		

**End of Part 1 (Brief PID)**

**Section 4 – How and what will be measured to demonstrate benefit / impact?**

*Please outline what **SMART** measures / KPIs you will use to monitor and assess the impact of this investment. (add additional rows if needed).*

**Provide Information for PID to be approved:**

**Provide Initial Information – then refine during Delivery of Project:**

Ref	<b>Beneficiary(s)</b> (Who will benefit from this project)	<b>Benefit Type</b> (How will people benefit from this project)	<b>Benefit Classification</b>	<b>When do you expect to realise this benefit?</b>	<b>How will the anticipated benefit be measured?</b>	<b>What is the baseline for comparison?</b>	<b>What is the projected outcome / target?</b>
1	Healthcare Students, General Practitioners, Paramedics, Physician Associates, Nurses and Allied Health Professions involved in pre-hospital care	Enhanced multidisciplinary team work and enhanced patient safety and quality of care provided to patient in the community	Qualitative Benefits (Unquantifiable)	Mixed	An evaluation strategy will be used to determine impact, based around the validated Crisis Resource Management template, which has been extensively used within interprofessional simulation	Pre-simulation assessments	Offering a regular and sustainable multi-professional simulation training opportunities for healthcare students and professionals in the SW Peninsula
2	Healthcare Students, Doctors, Nurses, Physician Associates and Healthcare Assistants involved in ward care	Enhanced multidisciplinary team work and enhanced patient safety and quality of care provided to patient in hospital wards	Qualitative Benefits (Unquantifiable)	Mixed	As above		As above

3	Healthcare Students, Anaesthetists, Surgeons, Operating Department Practitioners, Staff Nurses and Healthcare Assistants involved in delivery of care in operative departments	Enhanced multidisciplinary team work and enhanced patient safety and quality of care provided to patient in the operative department	Qualitative Benefits (Unquantifiable)	Mixed	As above		As above
4			Please Select	Please Select			

**Section 5 – If the project will deliver Training Modules (upskilling), please complete the table below:**

Course / Module Title	Training Provider	Accreditation Status	Start Date	End Date	Total Cost	Number Plan	Number Completed
		Choose an item.	Select date	Select date	£		
		Choose an item.	Select date	Select date	£		

**Section 6 – What is the Plan to deliver this funding (milestones)?**

***Please list the milestones you plan to deliver with timescales and anticipated costs.***

***Please also note that evaluation is a mandatory final milestone.***

<b>PLAN</b>	<b>ACTUAL</b>
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Milestones		Start Date	End Date	Anticipated Cost (£)	Expenditure (£)	Diff (£)	Forecast (£)	Status
1.	Appointment of Simulation Technician (Simulation Technician Apprentice with backfill)	01/02/2022	31/01/2023	£30,000	£	£	£	Not yet started
2.	Complete infrastructure of Multi-purpose Simulation Environment in CSRC and PSP	01/07/2021	01/10/2021	Funded by the Peninsula Medical School	£	£	£	Not yet started
3.	Writing of Simulation Scenarios	01/10/2021	01/02/2022	Funded by the Peninsula Medical School	£	£	£	Not yet started
4.		01/03/2022	31/01/2023		£	£	£	Not yet started
				£	£	£	£	

### Section 7 - Project Evaluation – Dissemination – Sustainability

<b>Description of how monthly progress review will be carried out</b>	<ul style="list-style-type: none"> <li>- Data on participants</li> <li>- Data on performance</li> </ul>		
<b>Provide a summary of the evaluation methodology that will be used to evaluate this project:</b>	<ul style="list-style-type: none"> <li>- A mixed methodology approach will be implemented with participants asked to complete questionnaires, pre and post simulation assessments and participation in semi-structured focus groups.</li> </ul>		
<b>Will evaluation be internal or external?</b> <i>(If over 100K, external evaluation required)</i>	Internal	<b>Name of external organisation conducting the evaluation:</b>	



<p><b>Please provide details of how you will measure the impact:</b></p>	<p>Measuring impact of this project will be a longitudinal process. Initially, individuals will undertake a structured de-brief following simulation with expert faculty to explore their thoughts and feelings of the process. This will be followed-up with the completion of an online Crisis Resource Management template, an approach previously validated for projects of this type.</p> <p>CRM templates will be reviewed by the expert Faculty to inform future design and delivery and the training of the technician.</p> <p>At six and twelve months, participants will be sent a modified CRM template to complete to explore if their ongoing simulation experience has continued to modify their practice.</p>
<p><b>How will the findings/successes/lessons learned from this project be shared?</b></p>	<ul style="list-style-type: none"> <li>- Project report to HEE</li> <li>- Presentation in national and international forums</li> <li>- Publication in open access peer-reviewed journals</li> </ul>
<p><b>How will the learning from this project / investment be continued over-time? (i.e. sustainable / business as usual / mainstream)</b></p>	<ul style="list-style-type: none"> <li>- This simulation activity will be included as part of the inter-professional Education activity of PIHC</li> </ul>

**Section 8 – What are the identified Risks to the delivery of the milestones (section 6), and the potential disbenefits from this project / investment succeeding and how will these be mitigated?**

**Definition: A risk is an event that has not yet occurred but will negatively impact delivery of the investment objectives.**

Ref	Risk Description	Date Identified	Severity 1 (low) – 5 (high)	Likelihood	Total risk score Severity x likelihood	Mitigating action	Risk Status
1	Failure to complete writing of clinical simulation scenarios	19/07/2021	1	1	2	There is an agreement between the Heads of School of the Peninsula Medical School, the Schools of Nursing	Open

						and Midwifery and Health Professions for staff in the 3 schools to develop the clinical simulation scenarios collaboratively.  The PMS CSRC currently provides high quality multi-professional simulation scenarios.	
2	Failure to fully develop the multi-professional simulation environment	19/07/2021	1	1	2	The simulated ward, environment for an operative suite and the PSP are already fully developed. Outstanding equipment has been ordered and due to arrive in the next 2 -4 weeks.	<a href="#">Open</a>
3	Delay in appointing the Simulation Technician	19/07/2021	2	1	3	The PMS has expertise to support the development of the environment and implement the scenarios if there is a delay in appointment of the Simulation Technician	<a href="#">Open</a>

**End of Part 1 (Full PID for larger investments)**

## PART 2 – Delivery - To be updated quarterly after PID Approval (During Project Delivery)

Section 9 – Progress against the Project Plan						
<p><b>Please provide the spend (£) for this quarter and assign a confidence delivery status. Where ‘Off track’ or ‘Off track – intervention required’ is selected, an action plan must be provided to improve progress and ensure delivery of this investment</b></p>						
<b>Period Covered:</b>	Please select	<b>Spend to date:</b>	£	<b>Confidence Delivery Status:</b>	Please select	
<b>Please review the following sections and tick when completed:</b>		Section 4 – Benefits <input type="checkbox"/>	Section 5 – Upskilling <input type="checkbox"/>	Section 6 – Plan <input type="checkbox"/>	Section 7 – Evaluation <input type="checkbox"/>	Section 8 – Risk <input type="checkbox"/>
<b>Progress Update:</b>						
<ul style="list-style-type: none"> <li>What have you achieved in this period?</li> <li>What has gone well / not well?</li> <li>What is the impact?</li> <li>What are you looking to achieve next period?</li> </ul>						
<p><b>If ‘Off track’ Amber or Red, what SMART actions are required to improve progress and ensure delivery of this investment?</b></p> <p><b>Please note that this MUST be completed if the project status is Red or Amber.</b></p>					<b>Target Date</b>	Select date
<b>Name of Person Completing Update:</b>		<b>Role of Person Completing Update:</b>		<b>Completion Date</b>	Select date	

**PART 3 – Evaluation - To be completed after the Project Deliverables have been achieved.**

**Section 10 – Evaluation Evidence Checklist**

Please tick to confirm each of the following has been completed and provide the date it was submitted to HEE SW PPMO along with the Name of the document which includes each section.

	<b>Complete</b>	<b>Sent to PPMO</b>	<b>Document Name / Link</b>
Has evidence of the evaluation including methodology, who completed, and data gathered been documented?	<input type="checkbox"/>	Select date	
Has work been completed to map the impacts of this project to anticipated and achieved benefits?	<input type="checkbox"/>	Select date	
Has work been completed to detail how this change will now be incorporated into Business as Usual?	<input type="checkbox"/>	Select date	

*HEE SW PPMO Internal use only:*

<b>Date Evidence Received by HEE PPMO:</b>	Select date	<b>Evidence location(s):</b>	
<b>Date Project Closed:</b>	Select date	<b>Closed by:</b>	

## Change Control Record

Change Control <i>(add additional rows as required)</i>				
Section	What has been changed?	Date of change	Change made by	HEE Project Lead Approval (Date Approved)
		Select date		
		Select date		
		Select date		
		Select date		
		Select date		
		Select date		
		Select date		
		Select date		
		Select date		

## Additional Application Questions:

<p>Description of implementation methodology and timeline of the project</p>	<ul style="list-style-type: none"> <li>- Completion of Infrastructure of Innovative Clinical Simulation Environment ( 1 October, 2021)</li> <li>- Development of multi-professional clinical scenarios (February, 2022)</li> <li>- Appointment of Simulation Technician/ Technician Apprentice (1 February, 2022)</li> <li>- Start of Simulation training (March, 2022)</li> <li>- Mixed-methodology Evaluation (February, 2023)</li> <li>- Dissemination of evaluation and outputs (October 2022-September 2023)</li> </ul>
<p>Organisational resources to support project (Consider – mentoring arrangements, equipment, place of work, access to work computer)</p>	<ul style="list-style-type: none"> <li>- Innovative, digitised multi-purpose clinical simulation environments in ClinicalSkills resource centre in the John Bull Building, Tamar Science Park, and the PMSUnit 202, PSP</li> <li>- Development of Clinical Simulation scenarios</li> <li>- Mentoring, Support and staff development of Simulation technician/Apprentice</li> <li>- Evaluation of Project</li> <li>- Dissemination of outputs, presentation in HEE SWSN and national/international forums</li> </ul>
<p>Brief outline of the support from the Organisation’s leadership and from the leadership of the proposed clinical implementation area (should include a letter of support from an Executive Sponsor)</p>	<ul style="list-style-type: none"> <li>- The project is supported by the Head of School of the Peninsula Medical School leading on the project, and the Heads of School of Nursing and Midwifery and the Health Professions collaborating on the project.</li> </ul> <p><b>Project Leads and Team</b></p> <ul style="list-style-type: none"> <li>- The Project has 2 Co-leads; Professor Hisham Khalil and Dr Jamie Read. Professor Hisham Khalil, is the Head of the Peninsula Medical School and Consultant ENT Surgeon with experience in Clinical Education design, innovations, patient safety education and work-based simulation. Dr Jamie Read, Associate Head of School for Teaching, Learning, Care of the Elderly Physician and Lead for Clinical Skills has experience of clinical simulation, assessments and evaluation.</li> <li>- The CSRC team includes Clinical Skills tutors and a Senior Clinical Skills technician with a vast experience in clinical simulation.</li> </ul>

	<ul style="list-style-type: none"> <li>- The PMS Life Sciences Resource Centre managers are experienced in the design of learning environments including the development of the PSP learning environment.</li> <li>- A letter from the Head of the Peninsula Medical School is attached.</li> </ul>
<p>Outline of the chosen fellow, technician and/or other staff (Consider Level/grade, current role, background. Please provide details of their working week)</p>	<p><b>Simulation Technician/Apprentice</b></p> <ul style="list-style-type: none"> <li>- The fund will be used to appoint a Grade 4 Simulation Technician/Apprentice for 12 months to develop the existing facilities in the PMS (Clinical Skills Resource Centre and Digitised Learning Environment in the Plymouth Science Park) into a multi-purpose, multi-professional simulation suite to deliver Clinical Simulation of patient care in pre-hospital, ward and operative department environments. The Simulation Technician will also oversee the integration and implementation of simulation scenarios developed collaboratively with partners.</li> <li>- The appointed Simulation Technician can be from a variety of backgrounds including apprenticeship schemes from partner NHS Trusts, Healthcare professions or Science backgrounds. The PMS has a well-established record of effective staff development and support. The appointed Simulation Technician Apprentice/Technician will be mentored by the PMS Senior Clinical Skills Technician and the co-leads of the project. The PMS will apply to the UoP to have the Simulation Technician role on a permanent basis after 12 months pending a successful business case.</li> </ul> <p>The Simulation Technician will be supported to develop their expertise to develop an authentic simulation environment covering multiple clinical scenarios important for delivery of patient care in the community and in the hospital.</p>

		<b>Proposed Weekly Timetable</b>					
		Day	Monday	Tuesday	Wednesday	Thursday	Friday
	AM		Mentor meeting and team briefing  Set up of simulation environment	Ward care Simulation	Personal professional development	Pre-hospital care simulation	Personal Professional Development (HEE SWSN 1 in 4)
	PM		Pre-hospital care simulation in PSP	Ward care simulation	Operative Department simulation	Ward care /Operative department simulation	Evaluation
Details of named mentor for the Fellow with a summary of their experience in simulation, quality improvement, human factors and patient safety	- Named Mentor: Dr Jamie Read, Lead for Clinical Skills. Doctor Reid has extensive experience in human factors, patient safety as well as design and implementation of clinical simulation scenarios and their assessment.						
Agreement that training on the iRIS platform will take place within 1 month of fellow/technician commencing post	Yes						
Agreement that all documents, scenarios and training items used during the project will be placed on the iRIS platform	Yes						
Agreement that contact will take place with the HEESWSN Network Liaison at least monthly	Yes						
Agreement that quarterly progress reports will be filed with	Yes						



HEESWSN via the Network Liaison	
Agreement that the fellow/technician and/or project lead will attend quarterly Network Meetings and other meetings for funded projects where possible	Yes
Agreement that the Fellow and Project lead will complete a detailed annual/end of project report and will present the project outcomes at the HEESWSN Simulation Network Conference (or other similar event)	
Cost of project (staffing costs, other costs, total costs)	<ul style="list-style-type: none"> <li>- Staffing Cost: Simulation Technician : £30,000( HEE)</li> <li>- Funding from to support personal development of Technician, writing of clinical scenarios, infrastructure of simulation suites and evaluation (£18,000 funded by PMS)</li> </ul>

**END OF APPLICATION**