### Pre-Briefing Elements

#### Pre-Briefing Checklist
- Welcome participants and ensure the environment is conducive to learning and engaged participation.

#### Fiction Contract & Confidentiality
- Discuss the necessity of a mutual fiction contract and its importance to learning outcomes.
- Ensure all participants agree to the confidentiality requirements of simulation activities:
  - Recommended to have an actual confidentiality and fiction contract that participants sign for each simulation course or set of activities.

#### Review Objectives & Set Expectations
- Review objectives:
  - Provide information about the simulation purpose without disclosing specific actions.
- Clarify expectations and establish ground rules.
- Inform participants about the evaluation process.

#### Orientation to Environment & Logistics
- Orient to environment:
  - Include space, equipment/supplies, simulator, patient situation/setting, limitations, realism/fidelity.
- Review logistics:
  - Level of detail revealed depends on purpose, goal, and/or objectives of the simulation.
  - Inform participants of activity timing/flow of events/agenda.
  - Outline available resources to participants for use throughout the simulation.
  - Explain participant roles.

#### Assign Roles & Provide Report
- Assign participant roles:
  - Ensure participant understanding of given role.
  - Supply/Review any scripts applicable to participant roles.
- Provide a structured report/handover of information to participants.

#### Checklist Guidelines & Recommendations
- Preparation for all parts of a simulation-based learning experience, including pre-briefing, should occur before the scheduled activity timeframe.
- This checklist is for simulation facilitators to use in the scheduled pre-briefing time on the day of simulation activities.
- Pre-recorded, pre-briefing activities tailored to specific simulation-based learning activities can help maintain consistency across participant groups and facilitators.
- Simulation-based learning activities should be facilitated by trained personnel.
- Mutual respect between all involved parties (participants, facilitators, standardized patients, confederates, etc.) is essential to promote best-practice outcomes.
- Continual awareness and review of the most current research and INACSL Standards of best practice: SimulationSM is essential for implementing evidence-based experiences.

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**Establish & Maintain the Safe Container**

- Ensure all facilitators agree to a shared mental model regarding the purpose of simulation activities.
- Adhere to most current INACSL standards of best practice: SimulationSM.
- Reinforce the concept of simulation as a learning environment:
  - ‘Mistakes are puzzles to be solved, not crimes to be punished’.
- Establish the basic assumption:
  - ‘We believe that everyone participating in activities at (facility name) is intelligent, capable, cares about doing their best, and wants to improve’.

**Note:** Review these safe space learning concepts in every pre-briefing.
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