Guidance on Optimal Timing for Planning SP Program Events

As soon as known
- Book dates & event space by filling out a session request form here: go.osu.edu/CSEAC
- Book training session (if needed) to take place 1-2 weeks prior to event by emailing CSEAC@osumc.edu with request for practice

6-8 weeks prior to event
- Identify Standardized Patient (SP) demographics (if SPs are needed)
- If SimCapture is needed, complete SimCapture Configuration Review Request to allow SimCapture administrator to configure the Course, import users into the application, and appropriately categorize the data per the data retention policy.

4 weeks prior to event
- Send completed SP Case Template to OSUSPP@osumc.edu

3 weeks prior to event
- Conduct SP training session (if advance training is required—otherwise, SP training can occur day of event prior to session

1-2 weeks prior to event
- Finalize any necessary adjustments to event and sent updates/changes to OSUSPP@osumc.edu

1 day prior to event
- SP team prepares space and SPs with necessary equipment and supplies

Day of event
- SPs, faculty, and staff attend event and complete applicable evaluations

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