Training will be provided for all activities, and the amount of required training will depend on the experience. Training is mandatory for all assessment-related case portrayal, e.g. Mock OSCEs and summative OSCEs. The training session will provide you with the following information:

- whether this is teaching (formative learning), a formative assessment (Mock OSCE), or a summative assessment (OSCE)
- the type and level of student you will be seeing
- the “case” materials, which include the medical and personal facts about the patient you are to portray
- a clear understanding of the CHECKLIST and/or feedback

Training Expectations:
*You will receive the case prior to training. Please review it and bring your printed copy (with notes) to the training session.

- **Formative learning/teaching**
  - **Training options:**
    - Recording (*sent beforehand*)
    - Face-to-face before the experience
    - *If you have questions about a case and a live training is not scheduled, please email your questions to the SP Educator prior to the event date.*

- **Formative assessment (Mock OSCE)**
  - **Training options:**
    - Live, face-to-face training with SP Educator (*paid min 1 hr.*)
    - Recorded Zoom training (*paid length of training video*)

- **Summative assessment (OSCE)**
  - **Training protocol:**
    - Live, mandatory, face-to-face training with SP Educator (*paid min 1 hr.*)
    - Training will be recorded but sent out *for reference only* (reviewing the training video cannot count for your “face-to-face training”)
    - Peer practice/role play
    - *Please know for summative assessment and/or OSCEs, there might be more than one training session required, and all sessions will be mandatory*
**If you cannot make the training you should contact the SP Educator/Coordinator immediately and schedule an alternate time. Failure to complete case training (or make arrangements to get the necessary information) may result in you being removed from the event schedule.**

**If you have completed the training for an event and you feel you are unable to portray that event you should notify the SP Director and/or SP Educator/Coordinator so you can be removed from the schedule; however, you will not be paid for the home study.**

Learning the case:
- Answers in quotes or italics MUST ALWAYS be spoken exactly as written.
- There are multiple methods for learning a case from utilizing note cards to rewriting the case. It is up to you to come up with the best way to learn the information. However, if you are having trouble, please let the SP Educator/Coordinator/Lead SP know as soon as possible so that we may be able to help.
- Practice, practice, practice. The best SPs practice their case over and over.
- When not scheduled for an encounter, you are required to observe your fellow SPs. Such is crucial in making sure that everyone is standardized.

Paid Training

Case Training – As mentioned above, one or more training sessions will be required for each case, even if you have previously performed that case. Case training may include the following:
- Case Review (initial) – this training may include a review of the case materials, and/or a demonstration of physical exams to be performed.
- Hours to be reported for this session include:
  - a minimum of 1 hour training time in the simulation center, plus
  - 1 hour home study
- Peer Practice/Role Play – you may be asked to complete a peer practice/role play session so that you can be trained in the delivery of your case information.

Simulation Project – You will be paid for your actual time participating in a simulation project.
- Pelvic/Prostate Models – when you are scheduled for a pelvic/prostate project you will be guaranteed the number of hours you are scheduled but no less than 4 hours. These hours may change up to the day before the project as the student schedules are confirmed

SD/MG/KL/SB
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