

Meeting Agenda Wednesday March 3, 2021 2:00PM EDT

1. Introductions
2. Housekeeping
	1. Meeting monthly (First Wednesday of each month at 2:00PM EDT)
	2. All final documents (protocol, simulations, checklists, etc) will be placed on the Website
	3. All data will be stored in Qualtrics
3. Next Steps
	1. IRB (Shared Riley’s IRB)
	2. Transport Team Recruitment
		1. Leadership team (letter template shared)
		2. Scheduling Simulations
		3. Share Transport Team Survey to be completed by leadership
4. Simulations
	1. In situ simulations ideally 2 sims in transport vehicle (cardiac arrest and abusive head trauma) and 1 sim in ED room (sepsis)
	2. Checklists to accompany each sim are currently going through Delphi process
	3. Need to run at least 2 teams, but no limit on how many you can run
	4. Will video each simulation
5. Questions