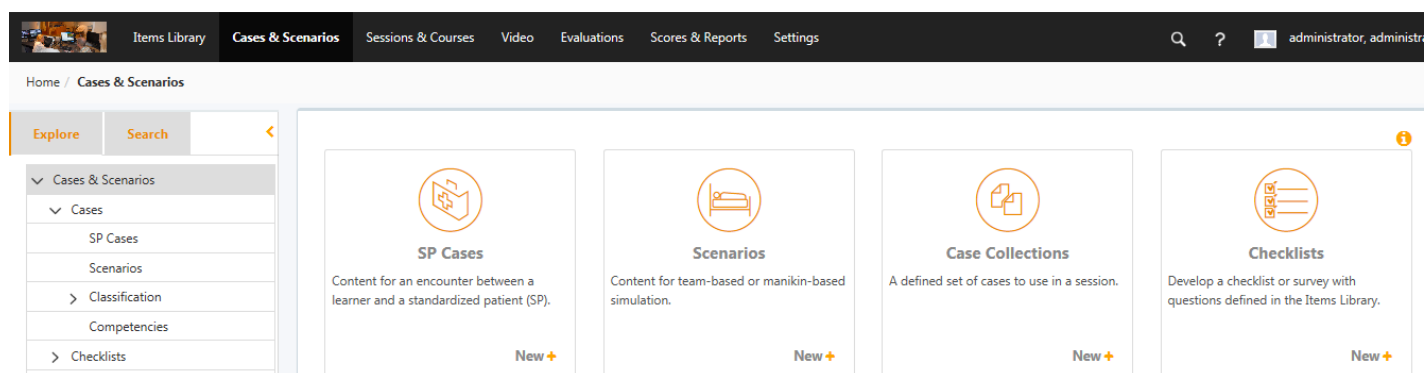


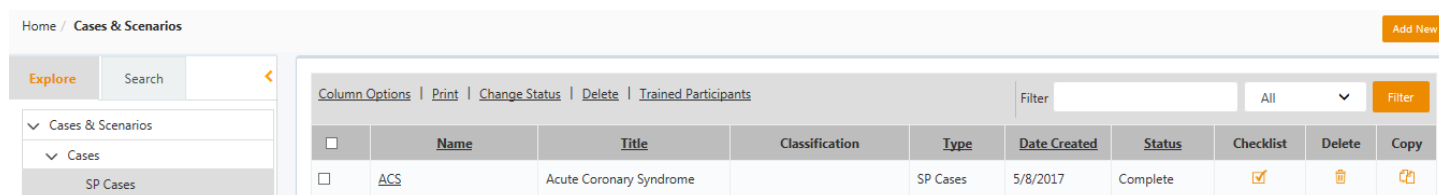
## Create an SP Case

SP Cases define an encounter between a learner and a standardized patient. Scheduling a session requires either an SP case or a scenario.

## Add a New Case/Copy Case



1. Click **Cases & Scenarios > SP Cases**.



	Name	Title	Classification	Type	Date Created	Status	Checklist	Delete	Copy
<input type="checkbox"/>	ACS	Acute Coronary Syndrome		SP Cases	5/8/2017	Complete	<input checked="" type="checkbox"/>		

2. Click **Add New** OR click the **Copy** icon next to an existing case.

## Create Case

SP Case

To create a new SP Case, type a unique SP Case Name, complete the required fields, and then click **Create**.

Case Name\*

Title

Encounter time\*

 Mins

Case/Scenario Workflow

Select

Create

1. Complete the required fields:

Field	Description
<b>Case Name*</b>	Type a unique case name.
<b>Title</b>	Enter a more descriptive name for the case (optional). <b>Note:</b> To show either the Scenario Name or the Title to learners, click <b>Settings &gt; Parameters &gt; Scheduling &gt; Show case name in dashboard's To-Do List</b> .
<b>Case/Scenario Workflow</b>	Select an existing workflow (or add a new workflow after you click Create). See <b>Case/Scenario Workflow</b> for more information.
<b>Encounter Time*</b>	Amount of time the camera will record the learner's interaction with the SP during the encounter. <ul style="list-style-type: none"> <li>If you selected a Case/Scenario workflow, the encounter time will be added automatically.</li> <li>If you did not select a workflow, enter the Encounter time.</li> </ul>
* Required field	

2. Click **Create**.

## Case Information

Case Information

Case Definition

Case Objectives

Evaluation Summary

Learner Assessment

Equipment

Classification

Follow Up Visit

Add or edit the case details and then click **Save Changes**. Note: You must add the **Weight** and **Minimum Required %** in order to generate scores properly.

Case Name\*

ACS

Title

Acute Coronary Syndrome

Add Web Link

Add Web Link

Web Links

Web Link

Delete

No record(s) found.

Author

Manager, Customer Success

Additional Author

Status

Complete

Options

☐ Calibrated
☐ Set to Standards

Creation Date

5/8/2017

Approval Date

Weight

1

Case/Scenario Workflow

Select

Manage Workflow

Minimum Required

0 %

	Name	Description	Time (Mins)
<input type="checkbox"/>	Preparation Time (Not included in recording schedule)	Time to set up the room for the encounter.	
<input type="checkbox"/>	Pre-Encounter	Time for the learner to complete the checklist questions, educational material, door way information before the encounter.	
<input checked="" type="checkbox"/>	Encounter (Recording Time)	Time to record the encounter.	15
<input checked="" type="checkbox"/>	Post Encounter <input type="checkbox"/> Apply any remaining encounter time to post encounter	Time for the learner to complete the checklist questions, SOAP or Patient Note, or Computer Exercise after the encounter.	10
<input checked="" type="checkbox"/>	SP Documentation	Time for the SP to complete the learner's performance assessment.	10
<input type="checkbox"/>	Debrief	Time for faculty member to meet with learner to review performance after the encounter.	
<input type="checkbox"/>	Teardown Time (Not included in recording schedule)	Time to reset room to pre-encounter state.	

Save Changes

1. Add or edit the case details. **Note:** You must add the **Weight** and **Minimum Required %** in order to generate scores properly.

Field	Description
<b>Add Web Link</b>	Add a link to a web page.
<b>Author</b>	Case Author name defaults to that of the logged-in user. Click <b>Additional Author</b> to add another author name. Highlight the text inside the <b>Author</b> text field and type a new author's name.
<b>Status</b>	Select one of the following: <ul style="list-style-type: none"> <li>• <b>Complete</b> – Case needs to be marked complete in order for it to be available for scheduling and to be added to a Case Collection.</li> <li>• <b>Incomplete</b> – All new cases are incomplete until marked as complete.</li> <li>• <b>Retired</b> – Inactive, not in use.</li> </ul>
<b>Options</b>	<p><b>Calibrated</b> – This is no longer required. Previously, this was checked when the case was marked Complete, in order to have responses collected and scores applied. This regulation has been lifted.</p> <p><b>Set To Standards</b> – Check this box if the case will be used as a standard for a particular case or exam. Usually used for approved state licensing cases.</p>
<b>Creation Date</b>	Date the case was created. To change the default date, click the <b>calendar</b> .
<b>Approval Date</b>	Optional. If your Organization Unit has someone who reviews and approves the case creation process, the approver can date stamp the case. Click on the calendar to select a date.
<b>Weight</b>	<p>Enter the weight of this case. A case needs to be weighted for the case to be counted in the scoring process. The default value is 1.</p> <p>Cases within a Case Collection can be weighted differently. The system will adjust score according to weight given. A weight of zero means the data can be collected but it won't count in the scoring process. Enter up to 2 places to the right of the decimal for Weight (i.e., 1.00).</p> <p><b>Note:</b> Use this is if the parameter <b>Case Collection Workflow Enabled</b> is set to Yes (Settings &gt; Parameters &gt; Cases &amp; Scenarios). If set to Yes, proceed with instructions (see the Settings documentation for more information on parameters).</p>
<b>Minimum Required</b>	The minimum percentage to pass the case based on the checklist scores of the learner. If the case is part of a Case Collection, then the minimum percentage is taken into account in relation to the entire collection score.
<b>Case/Scenario Workflow</b>	See <b>Case/Scenario Workflow</b> below for more information.

2. Click **Save Changes**.

## Case/Scenario Workflow

From the Case/Scenario Workflow field, select an existing workflow or click **Manage Workflow** to create a new customized workflow to better manage the details of a case and the timeline necessary for the learner to complete the encounter with a standardized patient (SP).

Case/Scenario Workflow

Select

▼

Manage Workflow

Minimum Required

0

%

	Name	Description	Time (Mins)
<input type="checkbox"/>	Preparation Time (Not included in recording schedule)	Time to set up the room for the encounter.	<input type="text"/>
<input type="checkbox"/>	Pre-Encounter	Time for the learner to complete the checklist questions, educational material, door way information before the encounter.	<input type="text"/>
<input checked="" type="checkbox"/>	Encounter (Recording Time)	Time to record the encounter.	15
<input checked="" type="checkbox"/>	Post Encounter <input type="checkbox"/> Apply any remaining encounter time to post encounter	Time for the learner to complete the checklist questions, SOAP or Patient Note, or Computer Exercise after the encounter.	10
<input checked="" type="checkbox"/>	SP Documentation	Time for the SP to complete the learner's performance assessment.	10
<input type="checkbox"/>	Debrief	Time for faculty member to meet with learner to review performance after the encounter.	<input type="text"/>
<input type="checkbox"/>	Teardown Time (Not included in recording schedule)	Time to reset room to pre-encounter state.	<input type="text"/>

Save Changes














- From the **Case/Scenario Workflow** field, either:
  - Select an existing customized workflow
  - Complete the workflow grid, or
  - Click **Manage Workflow** to create a new customized workflow

Case/Scenario Workflow

×

Add New

Case/Scenario Workflow

Name	Description	Delete
<a href="#">test case</a>	test case	
<a href="#">SP case</a>	This is for SP Cases	
<a href="#">testing scenario</a>	testing scenario	
<a href="#">name</a>	name	
<a href="#">Test WF</a>	Test WF	
<a href="#">ORANGE New Workflow 1</a>	ORANGE New Workflow 1 for regression testing.	
<a href="#">Lakshmi</a>	Description	
<a href="#">Lakshmi 2</a>	Des	
<a href="#">Alok</a>	Test	
<a href="#">RT</a>	RT	
<a href="#">deb</a>	deb	
<a href="#">Vijay Case Workflow</a>	Vijay Case Workflow	
<a href="#">Test Case Workflow 1</a>	Test Case Workflow 1	

Save Changes

2. Click **Add New**.

## Case/Scenario Workflow ×

Name\*

Description\*



Workflow Type\*

☒ SP Case ☐ Scenario

Case/Scenario Workflow\*

	Name	Description	Time (Mins)
<input type="checkbox"/>	Preparation Time (Not included in recording schedule)	Time to set up the room for the encounter.	<input type="text"/>
<input type="checkbox"/>	Pre Sim Study Time	Time for the learner to review the study materials.	<input type="text"/>
<input type="checkbox"/>	Pre-Encounter	Time for the learner to complete the checklist questions, educational material, door way information before the encounter.	<input type="text"/>
<input type="checkbox"/>	Encounter (Recording Time)	Time to record the encounter.	<input type="text"/>
<input type="checkbox"/>	Post Encounter <input type="checkbox"/> Apply any remaining encounter time to post encounter	Time for the learner to complete the checklist questions, SOAP or Patient Note, or Computer Exercise after the encounter.	<input type="text"/>
<input type="checkbox"/>	SP Documentation	Time for the SP to complete the learner's performance assessment.	<input type="text"/>
<input type="checkbox"/>	Debrief	Time for faculty member to meet with learner to review performance after the encounter.	<input type="text"/>
<input type="checkbox"/>	Teardown Time (Not included in recording schedule)	Time to reset room to pre-encounter state.	<input type="text"/>

Save Changes

3. Complete the following fields:

Field	Description
<b>Name*</b>	Name the workflow.
<b>Description*</b>	Add a description of the workflow.
<b>Workflow Type*</b>	Defaults.
<b>Preparation Time</b>	Number of minutes needed to set up the room for the encounter.
<b>Pre-encounter</b>	Number of minutes for the learner to complete the checklist questions or educational material before the encounter.
<b>Encounter (Recording Time)</b>	Number of minutes needed to record the encounter between the learner and the SP.
<b>Post Encounter</b>	Number of minutes for the learner to complete the checklist questions, SOAP or Patient Note, or Computer Exercise after the encounter.
<b>SP Documentation</b>	Number of minutes for the SP to complete the learner's performance assessment.
<b>Debrief</b>	Number of minutes needed for faculty member to meet with learner to review performance during the encounter.
<b>Teardown Time</b>	Number of minutes needed to reset room to pre-encounter state.
* Required field	

4. Click **Save Changes**.

## Case Definition

Case Information

Case Definition

Case Objectives

Evaluation Summary

Learner Assessment

Equipment

Classification

Follow Up Visit

Add or edit the description, complaint, and physical findings of the case, upload the support files, and then click **Save Changes**.

**Description**

52 year old male arrived at ED at 7:52 pm complaining of chest pain and SOB. ED did EKG, T & I Troponin levels.

**Complaint**

Chest pain, shortness of breath

**Physical Findings**

Patient is sweating, diaphoretic, hypotensive.

**Support Files**

Browse...

Upload

Add From Multimedia

Browse...

Upload

Add From Multimedia

Browse...

Upload

Add From Multimedia

Browse...

Upload

Add From Multimedia

Browse...

Upload

Add From Multimedia

**Scoring Help Document**

Category Name	Evaluation Type	Help Document
M_Communication Skills	Performance Assessment	
Management	Performance Assessment	

Refresh

Save Changes

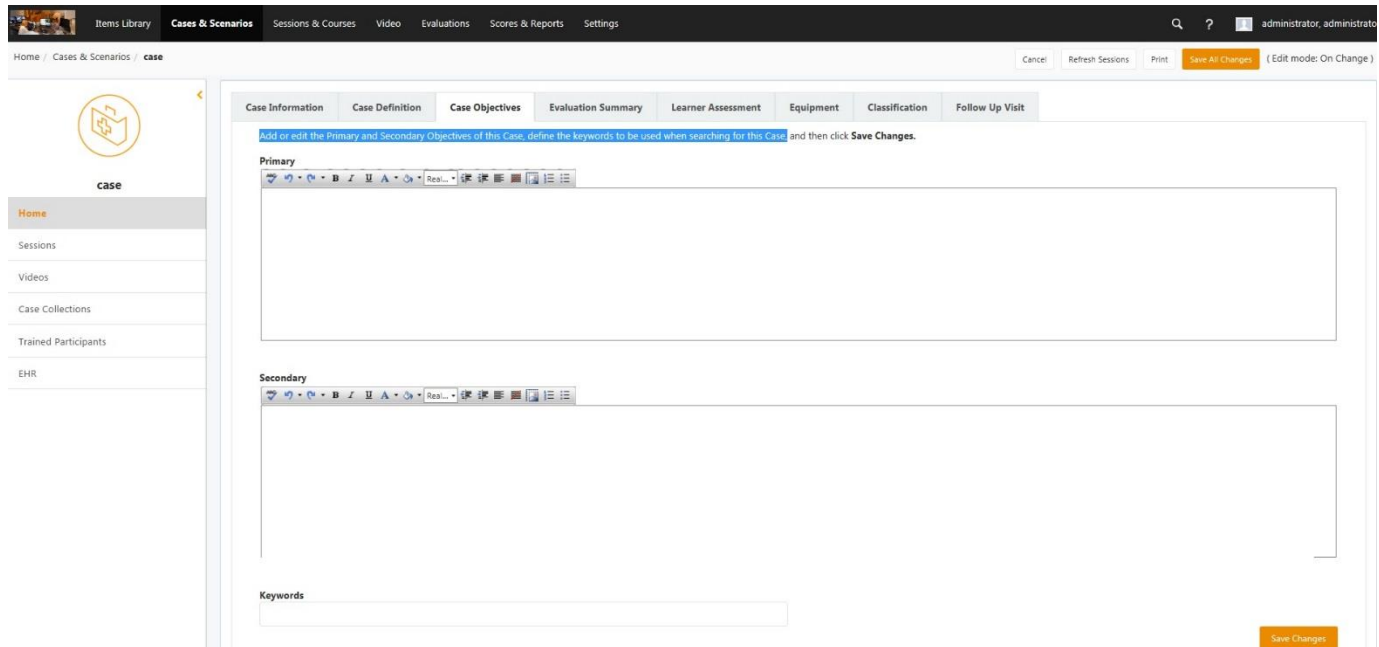
1. Add or edit the description, complaint, and physical findings of the case, and upload support files.

Field	Description
-------	-------------

<b>Description</b>	Click in the text field and add the description for the case.
<b>Complaint</b>	What will be the SP's complaint?
<b>Physical Findings</b>	Indicate any physical clues the learner will need to notice.
<b>Support Files</b>	Upload new files or add existing files from Items Library any files including images or videos that will aid in the creation of the case definition.
<b>Scoring Help Document</b>	To include a support file after the file is uploaded, press <b>Save Changes</b> for this section, <b>Save All Changes</b> for the activity page, and press the <b>Refresh</b> button (only the Scorer will see this file).



## Case Objectives



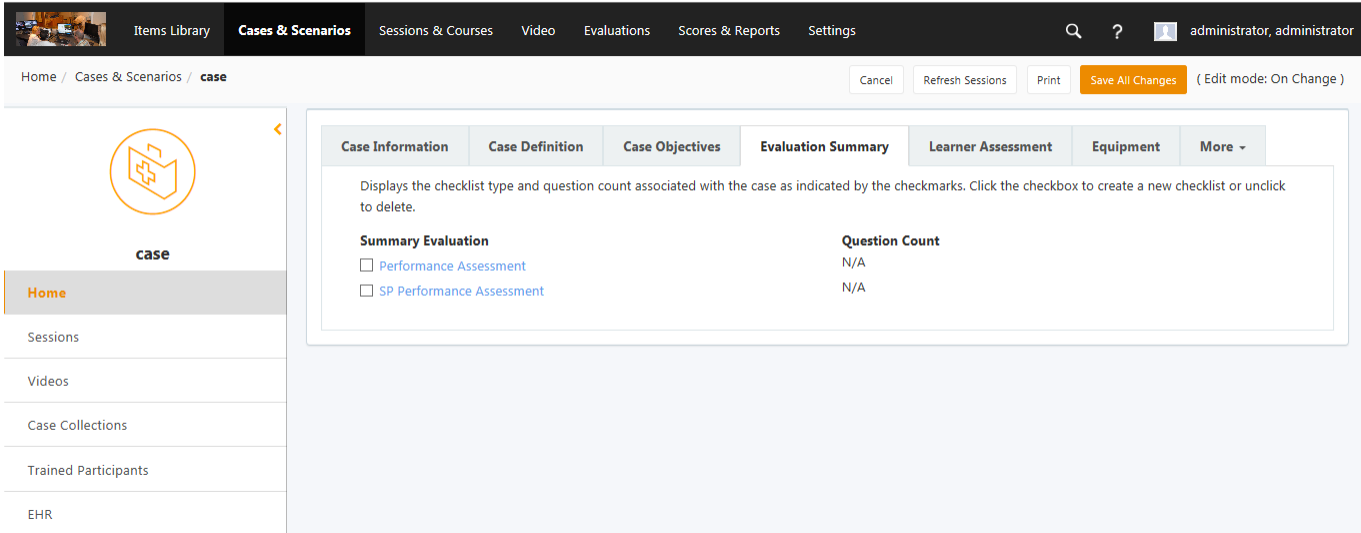
Add or edit the primary and secondary objectives of the case, define the keywords to be used when searching for this case.

1. Define the **Primary** purpose of the case.
2. Define the **Secondary** purpose of the case.
3. Define the **Keywords** that will act as a filter when searching for this case.

## Evaluation Summary

Two types of evaluations can be added to a case:

<b>Performance Assessment</b>	An assessment of the learner by an Evaluator, either an SP and/or an Educator.
<b>SP Performance Assessment</b>	An assessment of the SP's presentation as a realistic patient.



Home / Cases & Scenarios / case

Cancel Refresh Sessions Print Save All Changes (Edit mode: On Change)

**case**

Home

Sessions

Videos

Case Collections

Trained Participants

EHR

**Case Information** Case Definition Case Objectives Evaluation Summary Learner Assessment Equipment More

Displays the checklist type and question count associated with the case as indicated by the checkmarks. Click the checkbox to create a new checklist or unclick to delete.

**Summary Evaluation**

☐ Performance Assessment

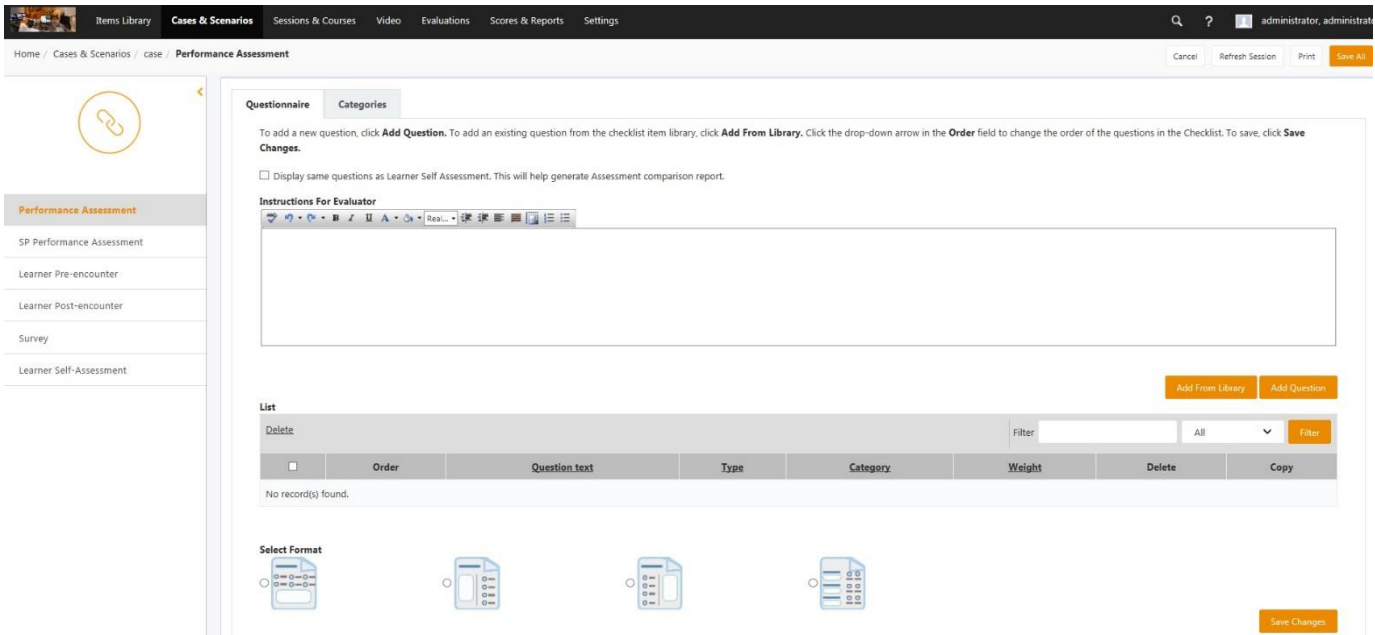
☐ SP Performance Assessment

**Question Count**

N/A

N/A

1. Click either **Performance Assessment** or **SP Performance Assessment**.



Home / Cases & Scenarios / case / Performance Assessment

Cancel Refresh Session Print Save All

**Performance Assessment**

SP Performance Assessment

Learner Pre-encounter

Learner Post-encounter

Survey

Learner Self-Assessment

**Questionnaire** Categories

To add a new question, click **Add Question**. To add an existing question from the checklist item library, click **Add From Library**. Click the drop-down arrow in the **Order** field to change the order of the questions in the Checklist. To save, click **Save Changes**.

☐ Display same questions as Learner Self Assessment. This will help generate Assessment comparison report.

**Instructions For Evaluator**

**List**

Delete

Filter

All Filter

	Order	Question Text	Type	Category	Weight	Delete	Copy
<input type="checkbox"/>							

No record(s) found.

**Select Format**

☐ ☐ ☐ ☐

Save Changes

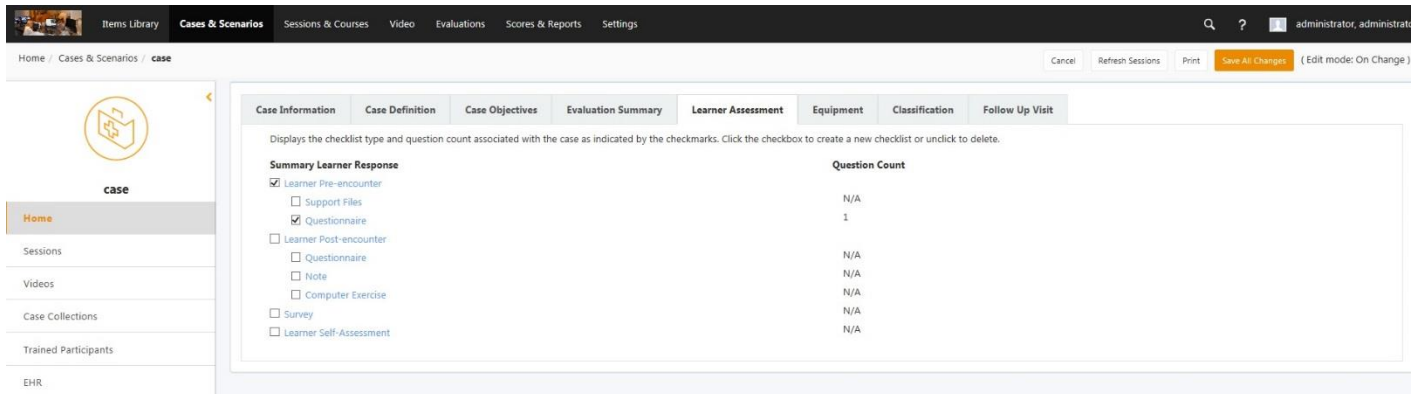
2. Complete the following fields:

Field	Description
<b>Questionnaire tab</b>	

<b>Instructions for the Evaluator</b>	Instructions to help the Evaluator score the assessment.
<b>Add From Library</b>	Add existing questions. Search for question text in the Items Library, Checklists, or Cases/Scenarios, select the questions from the grid and then click Add.
<b>Add Question</b>	Create new questions and save to the Items Library for future use. See <b>Create Questions</b> for more information
<b>Order</b>	When multiple questions are added to the List Box, the order of the questions in the Checklist can be rearranged by clicking the drop-down arrow in the <b>Order</b> field and selecting the new chronological order.
<b>Select Format</b>	Select the checklist format. The icons show the formation of the question and its comment box.
<b>Categories tab</b>	
<b>Categories list</b>	Appear as questions are added.

3. Click **Save Changes**.

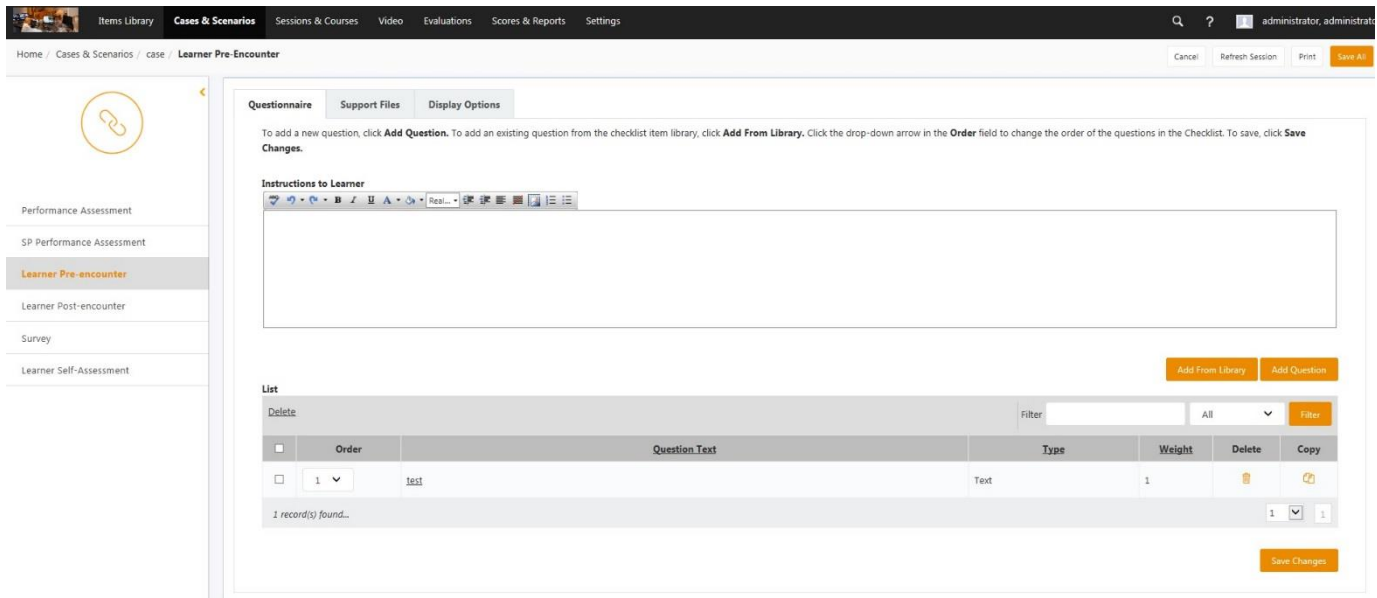
## Learner Assessment



Summary Learner Response	Question Count
<input checked="" type="checkbox"/> Learner Pre-encounter	N/A
<input type="checkbox"/> Support Files	1
<input checked="" type="checkbox"/> Questionnaire	N/A
<input type="checkbox"/> Learner Post-encounter	N/A
<input type="checkbox"/> Questionnaire	N/A
<input type="checkbox"/> Note	N/A
<input type="checkbox"/> Computer Exercise	N/A
<input type="checkbox"/> Survey	N/A
<input type="checkbox"/> Learner Self-Assessment	N/A

## Learner Pre-Encounter

A questionnaire and support files to be made available to the learner before the SP encounter.



Order	Question Text	Type	Weight	Delete	Copy
1	test	Text	1		

1. Complete the following fields:

Field	Description
<b>Questionnaire tab</b>	
<b>Instructions for the Evaluator</b>	Instructions to help the Evaluator score the assessment.
<b>Add From Library</b>	Add existing questions. Search for question text in the Items Library, Checklists, or Cases/Scenarios, select the questions from the grid and then click Add.
<b>Add Question</b>	Create new questions and save to the Items Library for future use. See <b>Create Questions</b> for more information

<b>Order</b>	When multiple questions are added to the List Box, the order of the questions in the Checklist can be rearranged by clicking the drop-down arrow in the <b>Order</b> field and selecting the new chronological order.
<b>Support Files tab</b>	
<b>Support Files</b>	Click <b>Add Support Files</b> to add a maximum of three files to the pre-encounter checklist.
<b>Display Options tab</b>	
<b>Required Pass %</b>	The minimum overall score that is needed for a student to pass the case. A zero in this box denoted that there are no minimum pass requirements for the case.
<b>Weight</b>	Enter the weight of this case. A case needs to be weighted for the case to be counted in the scoring process. The default value is 1.
<b>Must Pass</b>	Check this box if the correct response to this question is mandatory for the learner to pass the entire exercise. Checking this box will populate the Question Weight and Minimum Required percentage to pass fields. These are mandatory in order to specify the conditions to pass.
<b>Define Duration for Each of the Section(s) Defined in Questionnaire</b>	Question order can be rearranged when this box is checked.
<b>Order</b>	When multiple questions are added to the List Box, the order of the questions in the Checklist can be rearranged by clicking the drop-down arrow in the <b>Order</b> field and selecting the new chronological order.
<b>Show questions on a single page</b>	When this box is checked, all the questions will appear on one page. If unchecked, each question will be on its own page.
<b>Allow student to review recently completed sections</b>	Available when <b>Show Questions</b> on a single page is selected. This allows learner to navigate back to a previous section of the Checklist.
<b>Show Timer on Screen</b>	A timer will be visible allowing learner to see how much time is left to complete the Pre-encounter exercises. When the timer expires, that section of the test ends and the next section is presented until the completion of checklist.

2. Click **Save Changes**.

### Learner Post Encounter

A questionnaire, Computer Exercise, SOAP Note or Patient Note to be presented to the learner after the encounter.

Home / Cases & Scenarios / case / Learner Post-Encounter

Cancel Refresh Session Print Save All

Questionnaire Computer Exercise Note SOAP Scoring Template Display Options

To add a new question, click **Add Question**. To add an existing question from the checklist item library, click **Add From Library**. Click the drop-down arrow in the **Order** field to change the order of the questions in the Checklist. To save, click **Save Changes**.

**Instructions For Evaluator**

**Instructions to Learner**

**Add From Library** **Add Question**

**List**



Delete Filter All Filter

	Order	Question Text	Type	Weight	Delete	Copy
No record(s) found.						

**Save Changes**

1. Complete the following fields:

Field	Description
<b>Questionnaire tab</b>	
<b>Instructions for the Evaluator</b>	Instructions to help the Evaluator score the assessment.
<b>Instructions to Learner</b>	Instructions for the learner when completing the post encounter checklist.
<b>Add From Library</b>	Add existing questions. Search for question text in the Items Library, Checklists, or Cases/Scenarios, select the questions from the grid and then click Add.
<b>Add Question</b>	Create new questions and save to the Items Library for future use. See <b>Create Questions</b> for more information
<b>Order</b>	When multiple questions are added to the List Box, the order of the questions in the Checklist can be rearranged by clicking the drop-down arrow in the <b>Order</b> field and selecting the new chronological order.
<b>Computer Exercise tab</b>	
Clinical Competency Computer Exercise is designed to encourage the student to submit findings, develop hypotheses, order and evaluate lab results and finally determine a diagnosis and treatment plan. This will be presented to the student as a multi-step exercise.	
<b>Instructions to Learner</b>	Enter instructions to be viewed by the learner when completing the Post-encounter checklist.
<b>Add Question</b>	Create new questions and save to the Items Library for future use. See <b>Create Questions</b> for more information
<b>Order</b>	When multiple questions are added to the List Box, the order of the questions in the Checklist can be rearranged by clicking the drop-down arrow in the <b>Order</b> field and selecting the new chronological order.
<b>Note</b>	
<b>Note Type</b>	Select a Note type:

	<b>SOAP Note</b>	SOAP Note (Subjective, Objective, Assessment, and Plan) is an industry standard format used to document subjective and objective findings, assessment, and plan of treatment of the patient’s current status. It requires the student to identify diagnostic hypotheses, order labs and then justify a final diagnosis and treatment plan.
	<b>Patient Note</b>	Patient Note provides a maximum of 11 questions for the student to complete following the encounter with the SP or simulator. Once Patient Note is selected, all questions will be added to the note. You can modify or delete the questions.
<b>Instructions to Learner</b>	Enter instructions to be viewed by the learner when completing the Post-encounter checklist.	
<b>Weight</b>	Click the + sign, add/edit Question Text, add instructions for the learners and the Question Weight and then click <b>Create</b> .	
<b>SOAP Scoring Template tab</b>		
A system-generated scoring rubric for to evaluate the learner’s SOAP note responses. The rubric can be edited:		
Click the  icon to edit the SOAP Note Scoring template.		
Click  to open a section of the SOAP Note.		
<b>Display Options tab</b>		
<b>Required Pass %</b>	The minimum overall score that is needed for a student to pass the case. A zero in this box denoted that there are no minimum pass requirements for the case.	
<b>Weight</b>	Enter the weight of this case. A case needs to be weighted for the case to be counted in the scoring process. The default value is 1.	
<b>Must Pass</b>	Check this box if the correct response to this question is mandatory for the learner to pass the entire exercise. Checking this box will populate the Question Weight and Minimum Required percentage to pass fields. These are mandatory in order to specify the conditions to pass.	
<b>Define Duration for Each of the Section(s) Defined in Questionnaire</b>	Question order can be rearranged when this box is checked.	
<b>Order</b>	When multiple questions are added to the List Box, the order of the questions in the Checklist can be rearranged by clicking the drop-down arrow in the <b>Order</b> field and selecting the new chronological order.	
<b>Show questions on a single page</b>	When this box is checked, all the questions will appear on one page. If unchecked, each question will be on its own page.	
<b>Allow student to review recently completed sections</b>	Available when <b>Show Questions</b> on a single page is selected. This allows learner to navigate back to a previous section of the Checklist.	

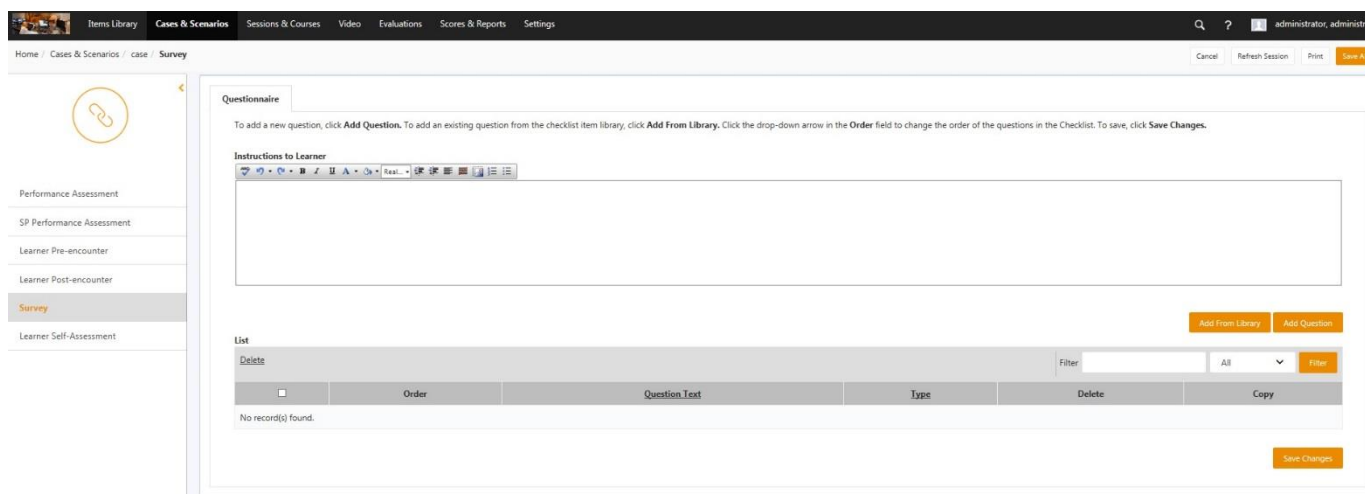


### Show Timer on Screen

A timer will be visible allowing learner to see how much time is left to complete the Pre-encounter exercises. When the timer expires, that section of the test ends and the next section is presented until the completion of checklist.

2. Click **Save Changes**.

## Survey



A questionnaire presented to the learner after he or she completes the Post-encounter checklist, or if added when scheduling a session, the survey will follow the last encounter of the session.

1. Complete the following fields:

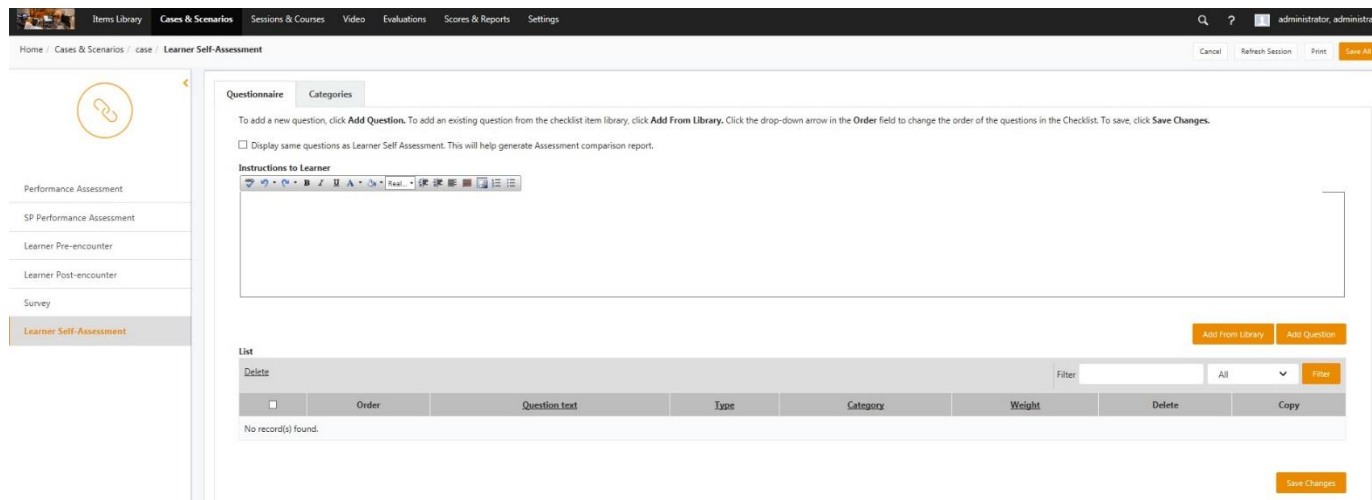
Field	Description
<b>Questionnaire tab</b>	
<b>Instructions for the Evaluator</b>	Instructions to help the Evaluator score the assessment.
<b>Instructions to Learner</b>	Instructions for the learner when completing the post encounter checklist.
<b>Add From Library</b>	Add existing questions. Search for question text in the Items Library, Checklists, or Cases/Scenarios, select the questions from the grid and then click Add.
<b>Add Question</b>	Create new questions and save to the Items Library for future use. See <b>Create Questions</b> for more information
<b>Order</b>	When multiple questions are added to the List Box, the order of the questions in the Checklist can be rearranged by clicking the drop-down arrow in the <b>Order</b> field and selecting the new chronological order.

2. Click **Save Changes**.



## Learner Self-Assessment

A questionnaire for the learner to assess his or her performance.



1. Complete the following fields:

Field	Description
<b>Questionnaire tab</b>	
<b>Instructions for the Evaluator</b>	Instructions to help the Evaluator score the assessment.
<b>Add From Library</b>	Add existing questions. Search for question text in the Items Library, Checklists, or Cases/Scenarios, select the questions from the grid and then click Add.
<b>Add Question</b>	Create new questions and save to the Items Library for future use. See <b>Create Questions</b> for more information
<b>Order</b>	When multiple questions are added to the List Box, the order of the questions in the Checklist can be rearranged by clicking the drop-down arrow in the <b>Order</b> field and selecting the new chronological order.
<b>Select Format</b>	Select the checklist format. The icons show the formation of the question and its comment box.
<b>Categories tab</b>	
<b>Categories list</b>	Appear as questions are added.

2. Click **Save Changes**.

## Equipment

Specify the **Rooms**, **Capital Equipment**, **Supplies**, and **Drugs** and the quantity required for the case. Disposable supplies and drugs are deducted from inventory if marked as Disposable in Inventory. Remarks can be used to give further instructions about the setup.

The Equipment added here is only requested equipment. Disposable supplies and drugs will not get deducted from inventory until this scenario is scheduled in the Session Calendar.

Home / Cases & Scenarios / case

Cancel Refresh Sessions Print Save All Changes (Edit mode On Change)

Case Information Case Definition Case Objectives Evaluation Summary Learner Assessment Equipment Classification Follow Up Visit

**Rooms**  
Add or edit the scenario details and then click **Save Changes**.

**Rooms List**

	Room Group	Name	Remark
<input type="checkbox"/>			

No record(s) found.

**Additional Information**

**Capital Equipment**  
To add equipment, click **Show All** to view all equipment, or search for specific equipment, and then click the checkbox next to the desired equipment. To add a new piece of equipment, click **Add New**. Once you complete this section, click **Save Changes**.

**List**

	Name	Category Name	Remark
<input type="checkbox"/>			

1. Complete the following fields:

Field	Description
<b>Rooms</b>	Click <b>Show All</b> to display the rooms added in Settings > AV Configuration> Rooms and then click the checkbox(es) to select.
<b>Additional Information</b>	Add room instructions.
<b>Capital Equipment</b>  Capital equipment is non-disposable inventory stored and owned by the Organization Unit. For example: hospital bed, cardiac monitor, simulator manikin.  Each time a session is scheduled, the system will check the quantity on hand and the sum of quantities being used in sessions during that time. If the requested quantity is more than the available quantity, a message will be displayed; however, the equipment and session can still be scheduled.	
1. To add existing equipment, click <b>Show All</b> and then click the checkbox(es) to select, or click <b>Add New</b> , complete the required fields and then click <b>Create</b> . 2. Add <b>Additional Information</b> as needed about how the capital equipment should be set up for the simulation. 3. Click <b>Save Changes</b> .	
<b>Supplies</b>  Supplies can be disposable or non-disposable.  Disposable supplies will be deducted from inventory upon the scenario being scheduled in a session.	

For non-disposable supplies, the system will check the quantity on hand and the sum of quantities being used in sessions during the time a session is scheduled.

If the requested quantity is more than the available quantity, a message will be displayed; however the session can still be scheduled.

1. To add supplies, click **Show All** and then click the checkbox(es) to select, or click **Add New**, complete the required fields and then click **Create**.
2. Add **Additional Information** as needed about how the supplies should be set up for the simulation.
3. Click **Save Changes**.

## Drugs

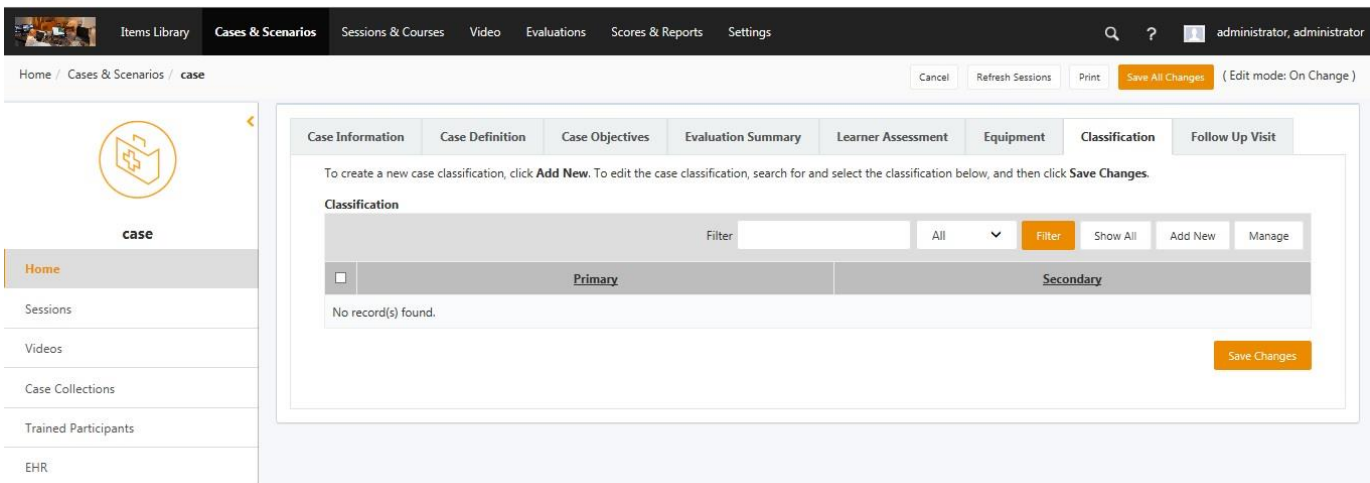
Specify the drugs needed for the scenario. Drugs are a disposable supply and will be deducted immediately from inventory when the session is scheduled.

1. To add drugs, click **Show All** and then click the checkbox(es) to select, or click **Add New**, complete the required fields and then click **Create**.
2. Add **Additional Information** as needed about how the drugs needed for the simulation.
3. Click **Save Changes**.

2. Click **Save Changes**.

## Classification

A Classification helps organize your cases.



The screenshot shows the 'Classification' tab in the 'Case Information' section. The interface includes a sidebar with navigation links (Home, Sessions, Videos, Case Collections, Trained Participants, EHR) and a top navigation bar with tabs (Items Library, Cases & Scenarios, Sessions & Courses, Video, Evaluations, Scores & Reports, Settings). The main content area displays a table for 'Classification' with columns for 'Primary' and 'Secondary'. A 'Filter' input field is present, and a 'Show All' button is visible. A message states 'No record(s) found.' and a 'Save Changes' button is at the bottom right.

1. To add a classification, click **Show All** and then click the checkbox(es) to select, or click **Add New**, complete the required fields and then click **Create**.
2. Click **Save Changes**.

## Follow Up Visit

Home / Cases & Scenarios / case

Cancel Refresh Sessions Print Save All Changes (Edit mode: On Change)

case

Home Sessions Videos Case Collections Trained Participants EHR

Case Information Case Definition Case Objectives Evaluation Summary Learner Assessment Equipment Classification Follow Up Visit

This section is optional. For example: After an initial encounter, the student meets with the SP (or simulator) again for a "follow up visit." To create a case or scenario as a follow up to an original case, click **Add Original Case** (or Scenario) to search for and add the original case or scenario. Then click **Add Follow Up Case** (or Scenario) to indicate that this is a follow up visit. Note: A case can also be marked as a follow up to a scenario and vice versa.

☐ Make this Case or Scenario a Follow Up

Add Original Case (or Scenario)

Original Case or Scenario

Name	Title	Type	Delete
No record(s) found.			

Add Follow Up Case (or Scenario)

Follow Up Case or Scenario

Name	Title	Type	Delete
No record(s) found.			

Save Changes

To make this case a follow up to an existing case:

1. Click the checkbox next to **Make this Case a Follow-up** case.
2. Click **Add Original Case** and then click the checkbox next to the original.
3. Click **Save Changes**.

To add a follow up case to this case.

1. Click **Add Follow Up Case** and then click the checkbox next to the follow up case.
2. Click **Save Changes**.

## Toolbelt

Use the Toolbelt to access items directly related to this Case.

Field	Description
Home	Return to the case activity page.
Sessions	View all sessions based on this case.
Videos	View video recorded using this case. Click the video link in the Date column, click the Show Details button under the video to open that video's Playback Activity Page. From here, the video can be viewed and/or bookmarked and details of the video information can be edited.
Case Collections	See if this Case is part of a Case Collection (e.g., Cases grouped for a common criterion, such as 3rd-year OSCE Exam).
Trained Participants	Assign SPs trained for the case
EHR	View a list of virtual EHR patients assigned to this Case. Or, assign a patient by clicking the Assign EHR Patient button. If the EHR module has been purchased, this will be visible.