Notes Regarding this Guide to our Study Database

This Guide was created as a study resource, prior to creating any manuscripts about our research; therefore, there are a few discrepancies between it and details contained within the publication.

1. Page 2: Duke is listed as a study site. They originally planned on participating, but did not enroll study participants.

2. Pages 2-5 refer to three ‘Subject Types’. We had made contingencies plans for the subject types defined in the Guide. This would have allowed us to collect performance data from encounters where one person was a consented study participant and the other was a MOCA course attendee who only consented to being recorded, and not to having their performance scored; similarly, we also thought of having confederates in the HS or FR roles. As recruitment was satisfactory for our study aims, these contingencies were not used, and they are not mentioned in the published manuscript.

3. The scenario names in the manuscript are different than those listed for the first time on page 10 of the Guide. For the study, we wanted to use scenario names that were fairly ambiguous, in case we slipped up in the presence of a study participant (i.e., if participants overheard us talking with the simulation team, we wanted them to hear that ‘We’re now going to do the Laparoscopy Scenario’ rather than ‘We’re going to do the Hemorrhage Scenario’). For the purposes of publication, of course, we wanted to use names for the scenarios that were as explicit yet succinct as possible. Thus, the:
   a. ‘Laparoscopy’ or ‘Lap trocar’ scenario in the Guide is the ‘Severe hypovolemic shock from occult hemorrhage (Hemorrhage)’ scenario in the manuscript
   b. ‘Gyn sedation’ is the ‘Local anesthetic systemic toxicity (LAST) following surgeon-administered field block’
   c. ‘PACU ERCP’ is the ‘Malignant hyperthermia in the post-anesthesia care unit (MH)’
   d. ‘SBO’ is the ‘Acute onset of unstable atrial fibrillation and myocardial infarction during surgery for a small bowel obstruction (MI)’
   e. ‘Ortho’ is a pulseless electrical activity scenario that was pilot tested but not used in the study
   f. ‘Eric’s debugging scenario’ was used to check the database’s functionality; it was not a simulation scenario
Login to the MOCA database

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**Tabs**
- Encounter Form
- New Subject
- Subject Demographics
- New Encounter
- Upload Consent
I. **Encounter Form**

*Print this form out first to use as a worksheet the day of the course.*

The real-time raters may use this form as a worksheet. This also serves as the site’s hard copy for each encounter ID. It is for your records. You don’t have to upload it. Rather, you will enter data from it in different sections of the database.

Information logged in the form -

a. Date 

b. Site: (CMS | Cooper | Duke | Mayo | Northwestern | Pitt | PSU | Stanford | UCLA | Vandy)

c. Facilitator (First Name Last Name)

d. Scenario: (Laparoscopy | D&C | ERCP PACU | SBO)

e. Encounter start time (24 hr HH:MM)

f. Encounter ID (from database):

g. Hotseat ID (HS; from database):

h. First Responder ID (FR; from database):

i. Notes for debriefing

II. **New Subject**

a. Register potential study participants in database to generate **Subject IDs** (database tool)

b. Click “New Subject”

c. Enter subject’s name and email address.

d. Enter **Subject Type**: Indicate if this subject is a

   **Subject** – A Board Certified Anesthesiologist (BCA) participant who enlisted in the MOCA course and has consented to participate in the study. They have fulfilled the site requirements for study consent and they consent to participate in two scenario encounters (one as HS and one as FR) and from whom we are collecting all applicable study data.
**MOCA Participant** - A BCA in the MOCA course, but who has not consented to be a full study participant. This BCA could be either in the role of an FR or HS who agrees to allow us to study their course colleague and thus be videotaped but not be individually rated. Also, this individual is not required to provide demographic or other study-related data.

**Confederate** - A non-MOCA course participant in either the hot seat (HS) or the first-responder (FR) position. This may be either for purposes of creating a prototypical (good or bad) scenario performance as a pilot for training video raters or as a way to conduct a scenario for a study subject (typically in the HS but could be as a FR) when a second study subject is not available (e.g., if the site is doing an "extra" scenario to be able to study a single study subject in two scenarios).

e. Click **Get ID**
f. The database will display the Subject ID; **Log the ID in the Encounter Form and the HTML for a direct link to the form.** There is also a button for directly sending the link as e-mail to the subject.

As an example below – I entered subject name, email address, designated myself as a confederate (I am not enrolled in the MOCA course but have allowed my video to be used. Then I click Get ID –

![Image showing the New Subject page with a button to 'Get ID']
The database displays the subject ID - 21971 and the html link to the demographics form – below. Note this information on the Encounter Form.

The Subject Dashboard can be accessed either by encounter ID or by Subject name. (This is site – specific) From here you can change subject assignments, as well as subject type for a specific Encounter ID or for a specific Subject.
### III. Subject Demographics

To be filled out by the participant during or before the course.

NOTE: The participants will not have access to the database; just to the online demographic form.

The site may also upload a pdf of the paper version of the document (button top right). You may use the html link to access this page for the participant directly or enter the subject ID obtained.
In my example I have used the Subject ID 21971 as shown below.

To upload paper forms.
IV. New Encounter

Create your Encounter ID

This ID is to be created for every study scenario.
In case you have not obtained your subject ID’s there is a link here to obtain it called New Subject

Information needed to obtain Encounter ID.

a. Hotseat ID – select subject type
b. Responder ID – select subject type
c. Choose Tech ID
d. Choose Scenario Name
e. Click Get ID

Using my example – I have chosen Arna B as Hotseat, Eric P as First responder, Tech as Matt W and Scenario as Laparoscopy. After entering the information as shown below click Get ID
You will be asked to confirm your choice.

If the information is correct click OK and the system will give you the encounter ID – in this case 52293
Once you click OK you will return to the previous screen and the encounter ID as well as current scenario data will show. Write this information down on the encounter form.

V. **Upload Consent**
   If you have not already done so please upload the consent form
B. **SCENARIO SPECIFIC MATERIAL**

Documents pertaining to all scenarios:

Option to download all scenarios as well as scenario related files at once – this will download all documents in a zip file at once.

Download buttons for:
a. Simulation rules – this is the current rules for simulation document

b. Orientation – this is the PowerPoint slide presentation of recommended orientation topics. These orientation topics need to be covered prior to starting the first study scenario.

*When the scenario name is clicked material related to that specific scenario becomes available*

![Scenario-specific materials](image)

**Tabs under each Scenario Name are**

- Download all (Scenario name) – this will download all files related to that scenario as a zip file at once
- Scenario Script
- Supporting Forms – This tab contains all supporting documents e.g. Anesthesia record, H&P etc.
- Handouts – Papers and handouts for the participants and debriefing guides
I. **Laparoscopy**
   a. Download all Laparoscopy related files
   b. Scenario Script
   c. Supporting Forms
      1. Actor Orientation
      2. Anesthesia Record
      3. Laparoscopy H and P
      4. Laparoscopy Pre Op Evaluation
      5. Scenario Standardization form
   d. Handouts

II. **GYN Sedation**
   a. Download all GYN Sedation related files
   b. Scenario Script
   c. Supporting Forms
1. Actor Orientation
2. Sedation Record
3. Scenario Standardization form
d. Handouts

III. PACU ERCP
   a. Download all Laparoscopy related files
   b. Scenario Script
   c. Supporting Forms
      1. Anesthesia record
      2. CXR-PA
      3. ECG – Sinus tachycardia
      4. PACU-Lab values
      5. Post op record
      6. Pre scenario checklist
      7. Prop list
      8. Real time rater med tech checklist
      9. Role – PACU RN
     10. Role – Gastroenterologist
     11. Role – Nurses Aid
     12. Role – Patient
     13. Scenario Standardization form
d. Handouts
   1. MH debrief

IV. SBO
   a. Download all SBO related files
   b. Scenario Script
   c. Supporting Forms
      1. Anesthesia Record
      2. Cardiogenic Shock ECG
      3. Intra op ECG
      4. Preop ECG
      5. Pre op Echo Report
6. Pre op Eval Anes
7. Scenario Standardization form
d. Handouts (none yet)

C. REAL TIME RATER AND SITE MATERIALS

Tabs included are

- Rater Guide
- Real Time Rating
- Paper RTR Form
- Post Debrief
- Standardization

a. Rater Guide for the AHRQ MOCA grant project – this is available for download and contains an outline of “how to rate for this project”

b. Real Time Rating – This form is scenario specific and contains the real time rating items as well the BARS items. Once ready to rate a candidate access the real time rating tab. Choose the encounter ID. In the example below I
have chosen ID 52293 that I created. You can also change the encounter number or Search for a particular encounter if necessary.

Access The Real Time Rating form online. This has components of both technical and BARS items for that particular scenario. If necessary you can enter an encounter ID into the box and hit refresh to access. Make sure that the Rater Name is selected correctly.

c. **Paper RTR form**

Ability to Download Paper versions of the forms. These forms are scenario specific. If necessary please change scenario type prior to accessing the form. In the example below laparoscopy has been chosen.
d. **Post Debrief**

After submitting the real time rating access the post debrief note.
If anything was uncovered in during debrief that you think would be useful in explaining the Hot seat and/or First Responder actions or behaviors, please include in the form and submit.

**e. Standardization**

Finally fill out the scenario standardization form below.

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**D. SITE ENCOUNTER DASHBOARD (THIS IS SITE SPECIFIC FOR THE PI AND IS TO BE USED AS A PORTAL FOR SITE DOCUMENTS)**
a. Once a document gets uploaded in one place it will change color in every other place that it is supposed to show. So you only have to submit or upload a document once.

b. The Dashboard will show to the site personnel documents that have already been uploaded, what is yet to be uploaded and serve as an inbox for them

c. List of Variables that will appear on the Dashboard:

<table>
<thead>
<tr>
<th>ID Created Time</th>
<th>Scenario Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encounter ID</td>
<td>Encounter Disposition</td>
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<td>Post Debrief Notes</td>
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<td>Comments for the site</td>
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</table>

The subject dashboard is also accessible from here
The Encounter type can be designated – Pilot / Study / Discard

The videos can be uploaded from this site.
Click the upload button in the dashboard for the encounter

Select all three of your video files and Submit Form (it treats a single video file differently)
It will show you an upload progress bar. Do not close the window or navigate away.
When the upload is finished, it will show the progress of the conversion. You can now close the browser or navigate away. You can come back later to check the progress if you want.

When the conversion is complete, it will have a small link to the uploaded video.