

OIPS Roles and Responsibilities

Course Director Responsibilities

- Works with OIPS liaison to develop learning objectives, complete course planning form, scenario preplanning form, scenario template, and debriefing guides (if Course Director is OIPS personnel they will also assume OIPS liaison responsibilities and delegate to OIPS team as necessary)
- Schedules course in preferred center through oips@uab.edu
- Creates course prep timeline checklist with assistance from OIPS liaison (timeline includes logistical setup details such as number of rooms, shape of tables, number of chairs, manikins needed, etc.)
- Secures trained facilitator and content expert help for course and communicates this information back to the OIPS liaison
- Communicates with OIPS liaison if any logistical or setup questions or concerns arise
- Attends the course event and addresses content questions as they arise
- Receives yearly evaluation summary from OIPS administrator, shares concerns with necessary OIPS team members, and participates in quality improvement of course as needed
- Participates in annual course review
- Provides feedback in annual program survey
- Is the main point of contact for non-logistical details of the course – can delegate portions of content to others but ultimately is in charge of the course

OIPS Liaison Responsibilities

- Partners with Course Director to assist in development of learning objectives, filling out course preplanning form, scenario planning form, scenario template, and debriefing guides
- Assists Course Director with completion of course timeline to include assigning an Event Manager, a Scenario Director, and other roles as needed
- Secures SPs through Clinical Skills Center and works with Course Director to determine payment method
- Promptly replies to any questions related to setup of the course event to ensure logistical needs are met
- Follows up with Course Director to determine if changes are necessary before the next iteration of the course
- Works with OIPS administrator if food, snacks, and water are needed (will be reviewed on a course-by-course basis)
- Works with Course Director and OIPS administrator to complete staffing grid and relays information to Event Manager, Scenario Director, and Sim Wizard if needed



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