SP Activity Planner

I.	**Big Picture Ideas**
1. Goal of Event	*Are you planning on creating a teaching/training activity or is it an assessment? Brainstorm what a successful activity would look like?* *If a teaching/training activity, what are the learning objectives and take-away at the end of the day? How will you assess if it was a successful session?* *If it is a testing activity, what tangible/observable skills are being assessed?*
2. Learner Population	*What is your population of learners? Do they have experience with SPs or will this be the first SP encounter?* *How many learners will be participating in this activity?* *Is this a group of learners with similar backgrounds or is this an interdisciplinary activity?* *Are these students or professionals?*
3. Type of Activity	*What type of activity are you hoping to create?* *If a testing activity, how will the learner be assessed? Will this involve a checklist (if so, who will be completing the checklist – SP? Staff? Peers? Faculty?)* *If healthcare related, will this involve a physical exam and/or an interview?* *If a teaching/training activity, will this involve Group Learning, 1-on-1 experiential learning, will this require a facilitator (either staff, faculty, or peer facilitation)?*
4. SP Cases/Checklists	*Will you be using pre-existing cases and checklists or will you be creating your own?* *How many cases will there be?* *If creating your own case, please utilize the Case & Checklist Construction Template (be sure that information pertinent to the learning objectives or testing material is explicitly stated for the SP).*
5. Expectations of SPs	*Will the SP provide feedback to learner/testers or will a faculty/staff/peer be in charge of feedback?* *If the SP will provide Feedback, will it be written/verbal or both. Will the SP have time between the encounter to construct the Feedback or will it need to be produced in the moment?*

II.	Key Planning Details
6. Finding an SP Program	*How can you locate an established and respected SP Program? Researching SP programs and the costs involved is essential in the planning process.* *If you have an in-house SP program, will this be funded by your school, or will this need to be paid for by your department/program?*
7. Budget	*How much can you spend on this activity?* *As the planning proceeds, what are ways that you can "save" or reduce "cost"?*
8. Timing & Number of Encounters	*How long will each encounter with an SP last? Does this include time for breaks and feedback? Based upon number of learners, how many encounters will each SP have.* *The answers to these are essential in determining the number of SPs that you will need, and how you will go about proctoring/running the activity.*
9. Location of Event	*So, we've planned out our dream activity, now the question is, "Do we have the space to run this activity?' What building, how many rooms will this require, if over two floors how will this be coordinated?* *While space limitations can negatively impact an activity, if thought about ahead of time, they can help focus/consolidate the activity.*

10. Number of SP's, specific demographics	*So, now we can determine how many SPs will be required and …*
	    -Are there demographic demands (age, race, gender, etc.)?
	    -Are there physical findings that would eliminate an SP from participation?
	    -Will this require SPs to portray highly emotional and/or physically exhaustive portrayals?
	    -Do the SPs need to be highly skilled in feedback?
	    -Do SPs need to memorize extensive checklist?
	    Will there be a back-up SP(s) should anyone need to "call-off"?

III.	Key Info for SP Program
11. Date(s) of Event-	*When approaching an SP Program, be sure to have several dates that the activity could potentially run. If there is only one date, be sure to let the program know, but this may make it difficult for the SP Program to provide you with the SPs that you need.*
12. Parking for SPs	*Where will the SPs be able to park? If there is security involved in your parking facility, do SPs need to provide ID, will names need to be given to security/parking authority? If parking is being validated, how do SPs obtain parking validation?*
13. SP Call Time – Contact	*Typically this is 30 minutes prior to the activity start time and allows the SP to ask questions in advance, locate the space, listen to an overview, change (if a physical exam is required), meet the facilitator (if being utilized), etc.* *If there is day-of training involved, call time should allow for this additional training.*
14. Event End Time	*SPs will be hired for a set time (call time –end time). It is better to say the activity will run 30-minutes longer than expected, rather than ask them to remain longer than scheduled.*

15. Additional Notes	*Any special instructions on the activity, population involves, or location details, etc.*
IV.	**Billing**
16. Your Name, Title, Program, etc.	*Clear lines of communication are essential when coordinating an SP activity. Please be sure to designate those that will be communicating with the SP Program and what his/her involvement in the activity will be.*
17. Activity Title	*A title to the activity helps with invoicing and understanding of the activity expectations.*
18. Billing – Contact Name, Contact Email & Phone	*Who is handling the invoices? Who needs to approve the costs? Who receives the bill? Who cuts the check?*
19. Information due dates/deadlines with the SP Program	*This can include cases/checklist deadlines, deposit deadlines, billing deadlines, etc.*