



ASPIRE RECOGNITION OF EXCELLENCE IN SIMULATION-BASED EDUCATION IN A MEDICAL, DENTAL AND VETERINARY SCHOOL

APPLICATION FORM

Prospective applicants are strongly encouraged to contact the panel chair for an informal discussion before beginning their application.

Before you complete this application form it is important that you first read the following supplementary papers:

1. ASPIRE Recognition of Excellence in Simulation in a Medical, Dental and Veterinary School – An Introduction
2. ASPIRE Recognition of Excellence in Simulation in a Medical, Dental and Veterinary School – Criteria
3. ASPIRE Simulation Application: Guidelines for Submitters

These papers contain essential information required for making a complete submission.

The application form is divided into the following sections:

- Section A Submitter Information**
- Section B Response Relating to Criteria**
- Section C Summary**
- Section D Additional Information / Supporting Documentation**
- Section E Certification Signatures by Lead Submitter and Dean of Institution**

Please complete all sections of the form.

It is recognised that cultural, social and other issues are likely to have an influence on the integration of simulation in an institution and that how simulation manifests itself will vary from institution to institution. **If a criterion is not appropriate or relevant to your institution**, please provide an explanation in the appropriate section of the form.

For an institution to achieve Aspire Recognition for excellence in simulation, documentation in support of the evidence must be provided along with a short commentary explaining its relevance.

Applications that do not contain supporting documentation or commentaries will not be considered.

Section A – Submitter Information

Name of Institution / Faculty: Click here to enter text.	
Address: Click here to enter text.	
Name of Submitters: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.	Role in Institution: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.
Contact person: Click here to enter text. Email address: Click here to enter text.	Tel: Click here to enter text. Fax: Click here to enter text.
First time application in this area?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you applied for ASPIRE in other areas?	Assessment Yes <input type="checkbox"/> Social Accountability Yes <input type="checkbox"/> Student Engagement Yes <input type="checkbox"/> Faculty Development Yes <input type="checkbox"/> Simulation Yes <input type="checkbox"/> Curriculum Development Yes <input type="checkbox"/> Inspirational Approaches... Yes <input type="checkbox"/>
<p>Key features of the institution’s programme including date established, graduate or high school entry, programme length, number of learners, curriculum type, and distinctive features. It would be a valuable addition to include an outline of the institution’s curriculum as an appendix. (See <i>ASPIRE Simulation Application: Guidelines for Submitters</i>) (maximum 500 words) Click here to enter text.</p> <p>Word count:</p>	

Accreditation status of overall institution: date, duration, any conditions, accrediting agency. A copy of the most recent accreditation letter must be appended.

(maximum 200 words)

[Click here to enter text.](#)

Reference only

Word count: [Click here to enter text.](#)

Section B – Response Relating to Criteria

This is the main part of your submission. For guidance on the type and quality of information required please refer to the supplementary booklet *'ASPIRE Simulation Application: Guidelines for Submitters'*.

All evidence, including web links, should be numbered and included in Section D of this form.

Please remember we seek to recognise and reward excellence, and the evidence you provide must be convincing.

Criterion 1 – Organizational Framework (Curricular institutionalization): The institution's healthcare simulation-based education program has clear goals that are aligned with its organizational priorities and objectives, is systematically designed and serves the educational mission of the institution. For Example:

- Describe how you ensured the institution's program has clear goals, is aligned with its priorities and objectives, and/or influences organizational culture.
- Describe how your institution's program uses a systematic curriculum development model that is informed by a theoretical framework and best practices to design and implement simulation-based education.
- Describe how your institution's program focuses on improving educational practice.

Enter text in support of Criterion 1. Use Appendix to provide supporting evidence/documentation. (maximum 2000 words)

Click here to enter text.

Word count: Click here to enter text.

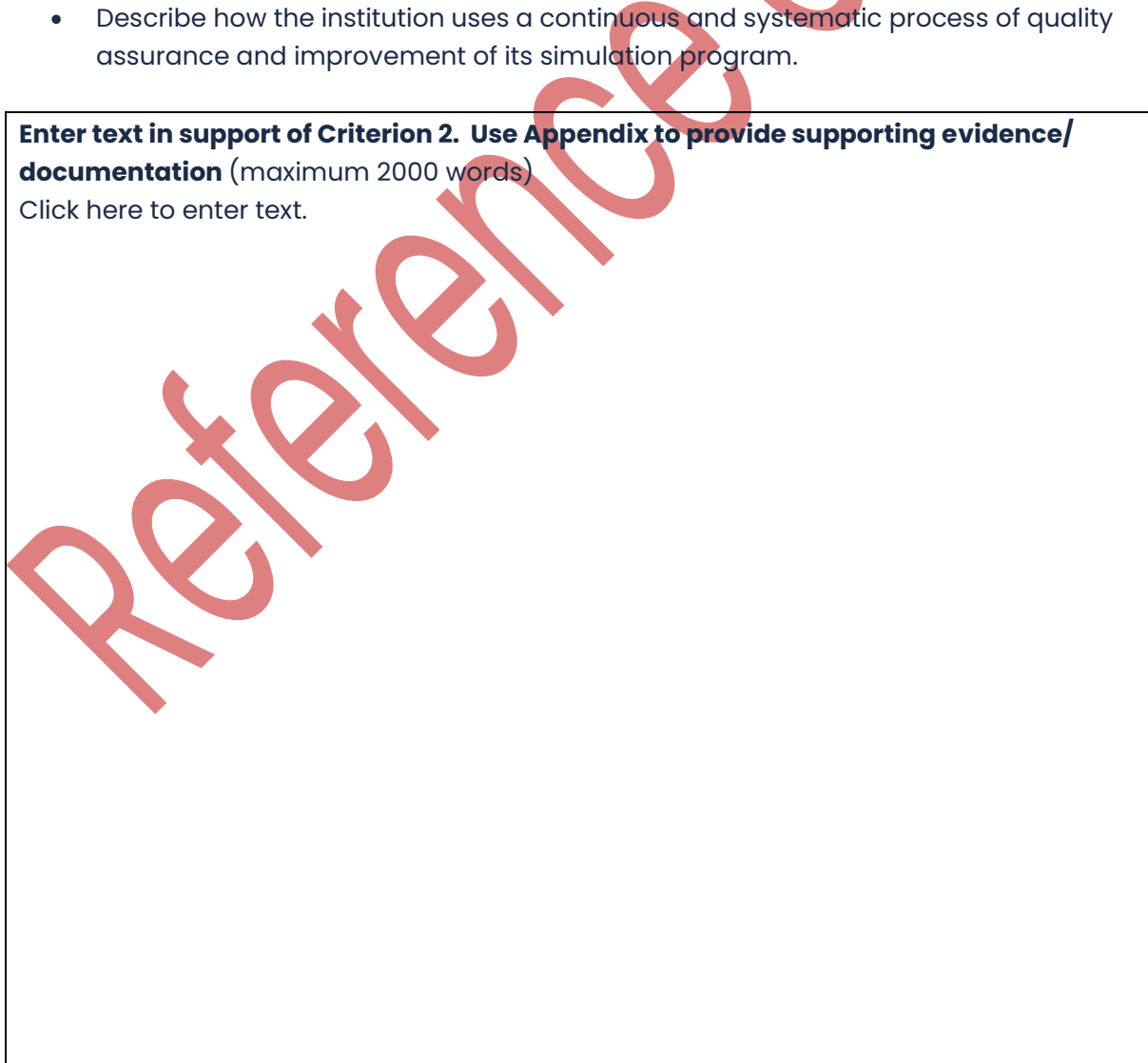
Section B continued

Criterion 2 – Training Resources and Educational Use: The institution’s simulation-based education program incorporates appropriate simulation methodologies that meet its institution’s needs. In addition, it includes the necessary physical space and support resources for simulation-based education. It also encompasses evidence-based justification and application of the associated curricula, learning strategies and outcome measures.

- How does the institution’s program use a systematic process to align simulation technologies and methodologies with its defined training needs?
- Describe how the institution’s simulation program is grounded in best-evidence practice for education and training.
- Provide evidence about how the institution uses a rigorous and standardized process for developing and implementing outcome measures that assesses learning (summative assessment).
- Illustrate how the institution incorporates evidence-based feedback and debriefing methods into its simulation learning activities (formative assessment).
- Describe how the institution uses a continuous and systematic process of quality assurance and improvement of its simulation program.

Enter text in support of Criterion 2. Use Appendix to provide supporting evidence/documentation (maximum 2000 words)

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Reference only

Word count: [Click here to enter text.](#)

Section B continued

Criterion 3 – Faculty and Support Personnel Expertise: The simulation-based education program ensures that its faculty and support personnel have demonstrated expertise in simulation-based education. This not only includes professionals trained in the best evidence use of simulation-based education, but also includes individuals involved in the operation, management, and administration of simulation-based training, and scholars dedicated to advancing the field. In addition,

- Describe how the institution’s simulation program expects its faculty, administrative staff, and technical personnel to have expertise in simulation-based education, and supports their development by providing resources needed to achieve their goals and sustain their activities.
- Provide evidence about how the institution’s simulation program has faculty with expertise in carrying out simulation-based educational scholarship and supports their development by providing resources needed to achieve their goals and sustain their activity.

Enter text in support of Criterion 3. Use Appendix to provide supporting evidence/documentation. (maximum 2000 words)

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Word count: [Click here to enter text.](#)

Section C – Summary of Justification for Recognition of Excellence in Simulation-based Education

Please summarise your school's interpretation of simulation integration and the evidence and reasons why it should be recognised as excellent with regard to simulation-based education.

Highlight how excellence is achieved in the three spheres of simulation using the criteria described in Section B. Is there a particularly innovative way in which simulation is being integrated within the curriculum and the institution? Highlight the ways in which your institution excels in simulation and identify any innovations or approaches of particular interest.

(maximum 750 words)

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Word count: [Click here to enter text.](#)

Reference only

Section D – Additional Information / Supporting Documentation

You may wish to attach additional information relating to the submission or support for the submission from a range of stakeholders, for example, health authorities, those concerned with post-graduate education or the local community.

Appendix 1 should be the accreditation letter.

Appendix 2 can be an acknowledgement and list of all who contributed to the preparation of the submission.

Other appendices provided as evidence may be submitted in a language other than English. The commentary to the appendix must be in English.

Each appendix with documentation to support the submission must be accompanied by a commentary that summarises the content of the material provided and how it contributes as evidence to support the case for excellence in simulation (maximum 300 words).

Where confidential material, for example, relating to finances is included in an appendix, this should be clearly stated at the top of the appendix and noted in the letter accompanying the submission.

List here the titles of appendices attached and number each appendix

Click here to enter text.

Word count: Click here to enter text.

Section E – Certification Signatures by Lead Submitter and Dean of Institution

<p>Certification by Submitter:</p> <p><i>I confirm that the information contained in this application is an accurate reflection of the use and integration of simulation in (enter name of institution)</i></p> <p>Click here to enter text.</p>
<p>Signed:</p>
<p>Name of Submitter: Click here to enter text.</p>
<p>Role in Institution: Click here to enter text.</p>

<p>Certification by Dean:</p> <p><i>I hereby give permission for this ASPIRE application and confirm that the information contained is an accurate reflection of the use and integration of simulation in our institution.</i></p>
<p>Signed:</p>
<p>Name: Click here to enter text.</p>
<p>Title: Click here to enter text.</p>

Please return completed form to aspire@amee.org

AMEE – The International Association for Health Professions Education
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