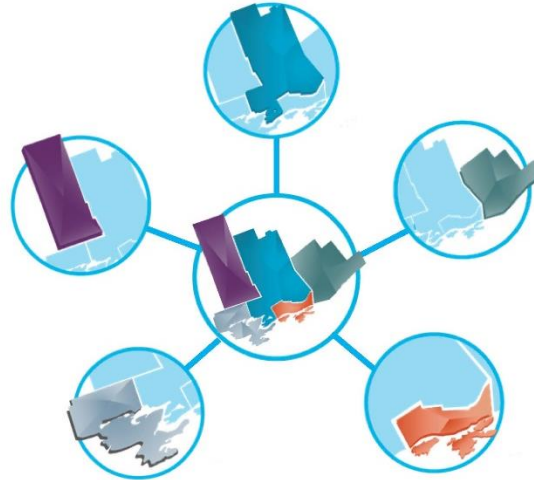


South East
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HUB & SPOKE



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IPAC EDUCATION SESSION #3

Simulation Exercises

FOR LONG-TERM CARE & RETIREMENT HOMES
SE IPAC HUB & SPOKE – NOVEMBER 2021

Overview of SE IPAC Hub Education Sessions



Session #1

Outbreak Management

May 28, 2021

Slides: [Outbreak Management](#) (*contains review of an outbreak case scenario*)

Session #2

What's in your Surveillance Program?

September 10, 2021

Slides: [Surveillance in Long-Term Care](#)
Video recording: [IPAC Education Session #2 - What's in your Surveillance Program?](#)



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☰ IPAC Education Session #3: Simulation Exercises



IPAC Education Session #3: Simula...
Nov 1 - 30, 2021
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- Live interaction
- Switch event
- Dark mode

About Slido



There are no active polls
at the moment.

What is your favourite Canadian winter activity?

16 



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Learning Objectives



- ✓ To explain what simulation exercises are
- ✓ Clarify the difference between a tabletop exercise and a drill
- ✓ To explain why simulation exercises are important
- ✓ To outline the process for conducting a table top exercise
- ✓ To provide a staged scenario and work through points of discussion for your home to conduct
- ✓ To discuss what outcomes you want from your exercise and important follow up to perform after conducting this type of exercise

Agenda



Format for this education session – “Train the Trainer”

- Review a video of simulation exercises
- Review the key process to conduct a table top exercise
- Outline roles and responsibilities for participants

Scenario Outline

- Background and introduction
- Discussion points
- Updates/messages/injects
- Discussion points
- Conclusion
- Discussion points
- Exercise debrief questions

Additional Scenario Examples

What are Simulation Exercises?

What is a Simulation Exercise?

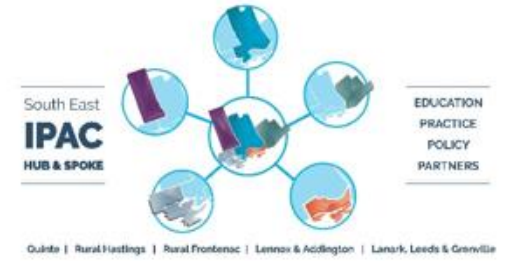
Watch this video!



<https://youtu.be/zQdCPgh7EVQ>

How would you describe the atmosphere of a simulation exercise?

16 



discussion based

Engaging Learning

Flexible Conversation
relaxed cordial

calm anxiety
Open
Relaxed
low stress

engaged Calm controlled
Controlled atmosphere

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What is the difference between a table top exercise and a drill?

17 

A) TTX are flexible, informal team discussions about roles in an emergency. Drills involve more participants who walk through an emergency action plan.

12 %

B) TTX are complex, formal, stressful activities. Drills are quick, easy exercises involving minimal resources.

0 %

C) TTX are discussion based. Drills are operation based.

0 %

D) A & C

88 %

Why perform Simulation Exercises?

Why perform Simulation Exercises?

Why Perform?

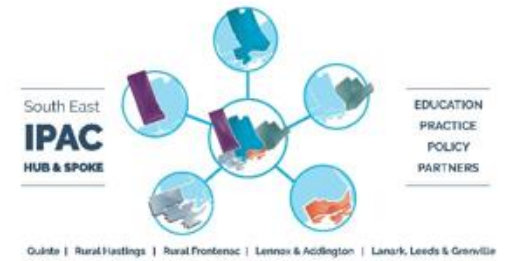
- People generally respond to an emergency in the way that they have been trained.
- By using an ongoing process of training, exercising, and evaluation, homes have a greater assurance that their staff will know what is expected of them in an emergency situation and act accordingly.

How Do They Help?

- Staff can
 - become confident in dealing with high pressure situations
 - learn from mistakes in a safe, supportive environment
 - gain experience with conditions they might not encounter routinely

What is the process for conducting a Table Top Exercise?

Preparing for a Table Top Exercise



Key Preparation Steps For a Table Top

1. Set objectives
2. Select people to facilitate, participate and observe
3. Create an environment conducive to participation
4. Select a scenario

Roles and Responsibilities



Facilitator and Evaluator

- Introduce scenario
- Lead discussion
- Record questions, concerns, strengths and challenges
- Guide learning and evaluation
- Follow up with debrief and action plan

Roles and Responsibilities



Participants

- Respond to scenario using current knowledge on processes and procedures
- Identify strengths and challenges
- Engage in a positive manner and follow up with identified action items as needed

Process for a Table Top Exercise



Key Steps In Conducting A Table Top

1. Set the Stage
2. Conduct the exercise
3. Conduct a debriefing
4. Write up evaluation report
5. Meet to discuss action plan and follow up items identified for modification

Table Top Exercise Planning Worksheet



Tabletop Exercise Title: <hr/>	
Emergency Plan Section Being Exercised: <hr/>	
Exercise Goal & Objectives	Evaluator Notes
	<i>Completed by the Evaluator and Observers, if any.</i>
Action Items for Follow-Up	
<i>Completed by the Evaluator and Observers, if any.</i>	

Inject/Message (list in chronological order)	Exercise Goal & Objective#	Time Issued
		Leave blank for evaluator's use

Worksheet Instructions



<p>Tabletop Exercise Title: <i>Type the name you will use to refer to this exercise</i></p> <p>Emergency Plan Section Being Exercised: <i>State the specific section of your emergency plan related to the exercise goals/objectives</i></p>	
Exercise Goal & Objectives	Evaluator Notes
<p>Goal 1: Write a concise goal that describes what you want to achieve by exercising this section of your Emergency Management Plan. Each goal must have separate measurable objective(s).</p> <p>Objectives for Goal #1: Write at least one objective for the goal to measure its achievement. Multiple objectives are often helpful.</p>	<p>Leave this column blank.</p> <p>The exercise evaluator will use this space to record his/her observations about the exercise and comments about the achievement of the stated goals and objectives.</p>
Action Items for Follow-Up	
<p>Leave this section blank.</p> <p>This section is used by the evaluator to describe actions that need to be taken to correct areas identified as needing improvement during the exercise. This section may also be completed by observers, the facility's risk manager or others. It might also be completed post-exercise, after reviewing the evaluator and/or observers notes and discussing the exercise experience with others whose input might be needed to write the improvement plan section of the exercise's After-Action Report.</p>	

How To Use Worksheet

- Write a concise goal
- Write at least one measureable objective
- Evaluator can use the “Evaluator Notes” and “Action Items” sections to record observations, comments, and items for follow up

Worksheet Instructions

Inject/Message	Exercise Goal & Objective#	Time Issued
<p>In chronological order, write the injects (messages) that should be given to participants necessary to meet the goals and objectives for the exercise. The inject(s) may be presented verbally, or in other ways to simulate how it might be received during an actual event (e.g., telephone, TV).</p> <p>You may want to create several injects to ensure that all objectives can be met by the exercise.</p> <p>Remember to list the injects in the order that you intend for them to be presented by the facilitator during the exercise.</p>	<p>Write the objective # that correlates to the message you have written.</p>	<p>Leave this column blank.</p> <p>The evaluator will use this column during the exercise to record the time when each inject is presented to the participants.</p>

How To Use Worksheet

- In order, write the injects that will be given to participants to meet the goals and objectives for the exercise.
- The injects may be presented verbally, or in other ways to simulate how it might be received during an actual event (e.g., telephone, TV, radio, email, etc.).
- You may want to create several injects to ensure that all objectives can be met by the exercise.
- Remember to list the injects in the order presented during the exercise.

Drafting Scenario Details

Use a chart to plan details of each message/inject for the scenario

Message/Inject #1 <u>Time:</u>	
Message/Inject #2 <u>Time:</u>	
Message/Inject #3 <u>Time:</u>	
Message/Inject #4 <u>Time:</u>	
Message/Inject #5 <u>Time:</u>	

Important Notes for Participants

Remember....

- This is a simulated situation
- Discussion will take place as a large group
- Respond as you would in a real life situation and allow others to do the same
- Respect the perspectives of others and focus on solutions

Please Know.....

- Use paper for notes if it helps
- There will be time limits set
- There is no single solution
- Dialogue is encouraged
- Treat the scenario as if it were currently happening

Case Scenario



Watch this video!



Background & Introduction

<https://youtu.be/0TVIhTkMY0w>

Case Scenario

Background Information



COMMUNITY

- Low level of COVID-19 community transmission
- This region has greater than 90% of those 12 and older fully vaccinated
- There are little to no cases of lab confirmed influenza

YOUR LTC HOME

- Consider your home's situation
 - *X units*
 - *X residents*
 - *X staff members*
 - *Vaccination rate is ___% (for COVID-19 and Influenza)*

Case Scenario Introduction

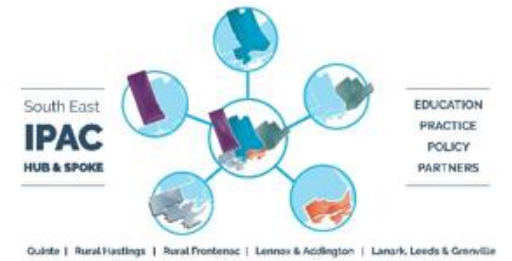


Thursday Afternoon – 3:00 PM

- PSW #1 fails pre-shift screening and seeks testing.
- Report is a sore throat, slight chest and nasal congestion, fatigue, and general malaise.
- The PSW has been fully vaccinated against COVID-19 and has received an influenza vaccine.
- This staff member works on one floor of the home, only close contact with residents of this floor - 40 residents.
- Lunch and some breaks are taken outside, but there is also a designated break space. Staff from other floors and departments can use these areas. (i.e. kitchen, EVS staff)

Case Scenario

Additional Information



Thursday Evening – 6:00 PM

- Another PSW (PSW #2) calls in sick for their shift tomorrow.
- They have a low grade fever, and a cough.
- Their child who attends daycare has similar symptoms.
- PSW's entire family is seeking testing.
- The PSW has been fully vaccinated against COVID-19 and has not received an influenza vaccine
- They work on the same floor of the home, only have close contact with residents of this floor – 40 residents.
- They take lunch breaks in a designated lunchroom on the floor.
- Their last shift was the day before.

Discussion



Questions

1. What are your immediate actions?
2. What are some pre-emptive actions while you await more information such as test results?
3. What are you considering for planning for tomorrow?
4. How easily are staff assignments and movements within the facility tracked?
5. How accessible is resident/staff vaccination status?

Case Scenario



Watch this video!



Update 1

https://youtu.be/Sd_bYukeiP0

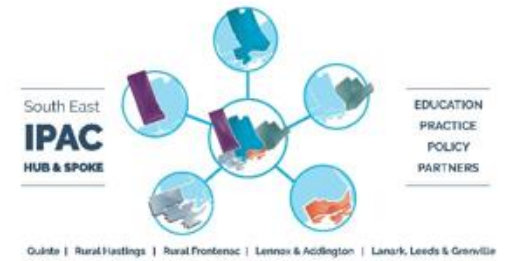
Case Scenario Update #1



Friday Morning (Next Day) – 11:30 AM

- 6 residents on the PSWs' floor, and 4 on another floor are now symptomatic.
- A kitchen staff, who is responsible for setting up the dining rooms before meals, calls in sick and is seeking testing.
- All 10 symptomatic residents are swabbed for COVID-19 and the allowable amount for multiplex (4 residents).
- 4 of the symptomatic residents have a direct antigen test done for influenza A, all of which come back negative.
- PSW #1 informs LTCH of a positive result and is diagnosed with COVID-19. Mutation testing came back and the sample initially screened as N501Y negative and E484K negative, indicative of the Delta variant.
- PSW #2 informs LTCH of a negative COVID-19 result, as well as negative results from the rest of her family.

Discussion



Questions

1. What are your immediate next actions?
2. What is your communication strategy?
3. What is the threshold for declaring an outbreak?
4. What control measures will be put in place?
5. What education will you provide?

Case Scenario



Watch this video!



Update 2

https://youtu.be/Sd_bYukeiP0?t=90

Case Scenario Update #2



Saturday Afternoon – 1:30 PM

- One of the residents who received a negative direct test receives a positive multiplex respiratory virus PCR (MRVP) for influenza A.
- 5 residents return positive for COVID-19.
- There are now 20 symptomatic residents on the floor, and 15 on the two other floors of the home combined.

Discussion



Questions

1. What are your immediate actions?
2. What will your communication strategy be?
3. What control measures will be put in place?
4. Are the home's resources and planning sufficient to curb the outbreak at this point?

Case Scenario



Watch this video!



Update 3

https://youtu.be/Sd_bYukeiP0?t=128

Case Scenario Update #3



20 Days Later

- In consultation with Public Health, the respiratory outbreak has been declared over.
- 12 cases of COVID-19 were confirmed among residents, no other staff were affected.
- 30 cases of suspected influenza occurred, with 1 resident still receiving acute care.

Case Scenario

Conclusion Discussion



Questions - Recovery Plan

- What is your communication plan?
- What is the plan for operational recovery?
- What are the takeaways from this experience?
- Are there gaps to address?
- What control measures will continue?

Table Top DEBRIEF

Questions to
consider

1. In one word describe the effectiveness of this exercise.
2. Did you learn anything? If yes, what did you learn?
3. Would you change anything about the process of this exercise?
4. Were any challenges or gaps identified that need to be addressed as action items?
5. Did any unexpected issues arise during the exercise?

Summary

- ✓ It is important to select an exercise that will be appropriate for the plan being tested.
- ✓ Plan ahead.
- ✓ Evaluating the exercise and the lessons learned is a key component in a table top exercise.
- ✓ Write up an action plan to ensure the time spent in performing the exercise is not wasted.



Additional Case Scenarios

- 1. Build You Own Table Top Exercise (Case Scenario Examples)**
 - Contains additional case scenarios developed by others
 - Information is adaptable and can be tailored to your home
- 2. PowerPoint Template** – provides structure for your table top exercise
 - Refers to the case scenarios in the “Build Your Own Table Top Exercise”

These will be available on our website under [Training and Education Material](#).

What will your next steps be to conduct this type of exercise?

Participants and setting

work through the work sheet

Determine scenario and participants

get some resources and players

pull team together and choose a scenario

Review processes to test

select a scenario and participant and plan!

determine participants



We can help!

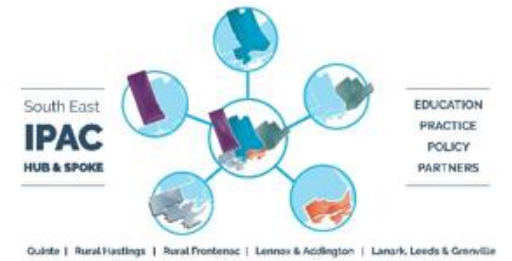


If you have any questions or need support, please contact us by email:
SEhubintake@kingstonhsc.ca

Visit our website at:

<https://kingstonhsc.ca/healthcare-providers/se-ipac-hub-and-spoke>

References



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KFLAPH -
TableTop



Jarlette Health
Services - TableTop