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Memphis
Knoxville
Chattanooga
Nashville

May 30, 2017

Ms. Krista Lee
Executive Director
Fiscal Review Committee
320 Sixth Avenue, North-8th Floor
Nashville, TN 37243-0057

Dear Ms. Lee,

In February 2014, the University of Tennessee Health Science Center presented a contract for consulting services with SimHealth Consultants, LLC. This contract provided workshops for planning, curriculum and faculty development support, business and operations planning, consultation in preparation for accreditation, and assistance in building collaborative relationships to support the sustainability of the simulation program all in conjunction of the construction of our simulation center funded by the State of Tennessee. SimHealth was originally selected through a competitive bid process under a contract with the designers – BRG3S Architects – approved by the State Building Commission.

In October 2016, the Fiscal Review Board approved an amendment to the contract to add work associated with the integration of the Nursing curriculum and extend the end date of the contract through July 31, 2017.

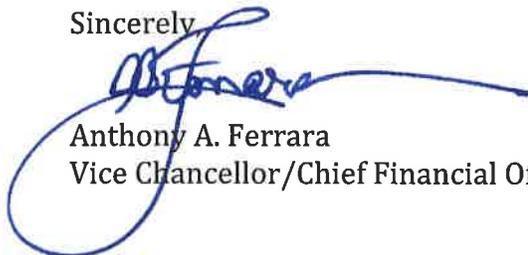
The consulting work by SimHealth with College of Nursing is progressing but unforeseen challenges have been encountered which will make it difficult to complete the consultancy by July 31. In part, the College of Nursing has determined a significant change to the BSN curriculum will enhance the student experience and better prepare them for the workforce. In addition, much of the development offerings to be provided by SimHealth were intended to be delivered after the opening of the new simulation building which was originally projected for the fall of 2017. The opening of the facility has been delayed to the spring of 2018, pushing back availability for SimHealth to deliver the intended development.

The current contract was approved by the Fiscal Review Board in February 2014. The contract total was for \$486,500 and had a term of April 15, 2014 through April 14, 2017. The approved amendment increased the total to \$558,900 and extended the end date to July 31, 2017. The proposed amendment would extend the contract by 9 months through April 30, 2018 with no increase in cost.

Mr. K. Lee
Sim Health Contract
May 30, 2017
Page 2

I hope this letter and the attached documents adequately present the justification for this Amendment. As always, please let me know if you have questions or need additional information.

Sincerely



Anthony A. Ferrara
Vice Chancellor/Chief Financial Officer

/VOLUMES/FINANCE/VICECHANCELLOR/GENERAL LETTERS -- DOCUMENTS/FY 2017/LEE SIMHEALTH CON CONSULT EXTENSION.DOCX

Enclosures

cc: Scott Grammar
Mark Paganelli
Sandra Pulliam
Blake Reagan

Supplemental Documentation Required for
Fiscal Review Committee

*Contact Name:	Anthony A. Ferrara	*Contact Phone:	901-448-5523		
*Presenter's name(s):	Anthony A. Ferrara				
Edison Contract Number: <i>(if applicable)</i>		RFS Number: <i>(if applicable)</i>			
*Original or Proposed Contract Begin Date:	04/15/14	*Current or Proposed End Date:	04/30/18		
Current Request Amendment Number: <i>(if applicable)</i>	2				
Proposed Amendment Effective Date: <i>(if applicable)</i>	August 1, 2017				
*Department Submitting:	University of Tennessee				
*Division:	Health Science Center				
*Date Submitted:	May 31, 2017				
*Submitted Within Sixty (60) days:	Yes				
<i>If not, explain:</i>					
*Contract Vendor Name:	SimHealth Consultants, LLC				
*Current or Proposed Maximum Liability:	\$558,900.00				
*Estimated Total Spend for Commodities:	\$				
*Current or Proposed Contract Allocation by Fiscal Year: (as Shown on Most Current Fully Executed Contract Summary Sheet)					
FY: 2014	FY: 2015	FY: 2016	FY: 2017	FY: 2018	FY
\$ 131,200.67	\$65,594.85	\$112,142.52	\$159,616.73	\$90,345.23	\$
*Current Total Expenditures by Fiscal Year of Contract: (attach backup documentation from Edison)					
FY:2014	FY: 2015	FY: 2016	FY: 2017	FY: 2018	FY
\$99,088.84	\$97,706.68	\$96,102.85	\$175,656.40	\$90,345.23	\$
IF Contract Allocation has been greater than Contract Expenditures, please give the reasons and explain where surplus funds were spent:					
IF surplus funds have been carried forward, please give the reasons and provide the authority for the carry forward provision:					
IF Contract Expenditures exceeded Contract Allocation, please give the reasons and explain how funding was acquired to pay the overage:					

Supplemental Documentation Required for
Fiscal Review Committee

*Contract Funding Source/Amount:			
State:	\$558,900	Federal:	
<i>Interdepartmental:</i>		<i>Other:</i>	
If “ <i>other</i> ” please define:		Gift funds.	
If “ <i>interdepartmental</i> ” please define:			
Dates of All Previous Amendments or Revisions: <i>(if applicable)</i>		Brief Description of Actions in Previous Amendments or Revisions: <i>(if applicable)</i>	
Method of Original Award: <i>(if applicable)</i>		Competitive - RFP	
*What were the projected costs of the service for the entire term of the contract prior to contract award? How was this cost determined?			
*List number of other potential vendors who could provide this good or service; efforts to identify other competitive procurement alternatives; and the reason(s) a sole-source contract is in the best interest of the State.			

CONTRACT SUMMARY SHEET

021406

RFS #	Contract #
N/A	N/A

State Agency	State Agency Division
University of Tennessee	Health Science Center

Contractor Name	Contractor ID # (FEIN or SSN)
SimHealth Consultant, Inc.	<input type="checkbox"/> C- or <input checked="" type="checkbox"/> V- [REDACTED]

Service Description

Assist UTHSC's College of Nursing in organizing and developing a focused plan to promote curricular integration of simulation to become a leader in simulation-based educations and assessment at UTHSC.

of simulation to become a leader

Contract BEGIN Date	Contract END Date	Subrecipient or Vendor?	CFDA #
4/15/14	4/30/18	Vendor	

Mark Each TRUE Statement

n/a Contractor is on STARS Contractor's Form W-9 is on file in Accounts

Allotment Code	Cost Center	Object Code	Fund	Funding Grant Code	Funding Subgrant Code
332.3	N/A	N/A	N/A	N/A	N/a
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2014-2018	\$558,900				
TOTAL:	\$ 558,900.00	\$ -	\$ -	\$ -	\$ -

— COMPLETE FOR AMENDMENTS ONLY —			State Agency Fiscal Contact & Telephone #
FY	Base Contract & Prior Amendments	THIS Amendment ONLY	
2014-2017	\$558,900.00		Anthony A. Ferrara 901-448-5523
2017-2018		\$0.00	David L Miller 865-974-1763
TOTAL:	\$ 558,900.00	\$0.00	
End Date	5/1/16	4/30/18	

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<input type="checkbox"/> African American	<input type="checkbox"/> Person w/ Disability	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Small Business	<input type="checkbox"/> NOT disadvantaged
<input type="checkbox"/> Asian	<input type="checkbox"/> Female	<input type="checkbox"/> Native American	<input type="checkbox"/> OTHER minority/disadvantaged—	

Contractor Selection Method (complete for ALL base contracts— N/A to amendments or delegated authorities)

<input type="checkbox"/> RFP	<input type="checkbox"/> Competitive Negotiation	<input type="checkbox"/> Alternative Competitive Method
<input checked="" type="checkbox"/> Non-Competitive Negotiation	<input type="checkbox"/> Negotiation w/ Government(eg.ID,GG,GU)	<input type="checkbox"/> Other

Procurement Process Summary (complete for Alternative Method, Competitive Negotiation, Non-Competitive Negotiation, OR Other)

**THE UNIVERSITY OF TENNESSEE
CONTRACT AMENDMENT**

This Amendment is to the Contract between the University of Tennessee (“University”) and SimHealth Consultants, LLC (“Contractor”), which Contract was entered into on March 20, 2014 (UT Contract #8500037977) and UT Amendment #8500055617 was entered into on October 21, 2016.

This Contract Amendment consists of this cover page and 0 additional pages.

By mutual agreement, the UNIVERSITY and CONTRACTOR agree to the following amendment:

1. Extend existing amendment through to April 30, 2018 to assist University’s College of Nursing in organizing and developing a focused plan to promote curricular integration of simulation to become a leader in simulation-based education and assessment at UTHSC.

This will be a no cost extension and all other terms remain unchanged.

In witness of their acceptance of the terms of this agreement, the parties have had this Contract Amendment executed by their duly authorized representatives.

FOR CONTRACTOR:

ADDRESS:

14043 Edenberry Court
Lake Oswego, OR 97035

PHONE: 404.781.9196

FEDERAL ID #:

Michael Seropian
Senior Managing Partner

Date

FOR UNIVERSITY:

DEPARTMENT NAME:

College of Nursing

RESPONSIBLE ACCOUNT:

E073865

David L. Miller
Chief Financial Officer

Date

**THE UNIVERSITY OF TENNESSEE
CONTRACT**

This Contract, made and entered into on April 15, 2014, documents the agreement between the University of Tennessee (hereafter UNIVERSITY) and SimHealth Consultants, LLC (hereafter CONTRACTOR).

This Contract consists of this cover page, signature page, the University's Standard Terms and Conditions, and 12 additional pages. Terms contained on this cover page and the University's Standard Terms and Conditions shall prevail over those of any attachment unless otherwise stated below.

By mutual agreement, the UNIVERSITY and CONTRACTOR agree to the following:

1. The CONTRACTOR shall provide services as specified in Attachment A.
2. The CONTRACTOR shall be reimbursed for actual travel and living expenses with the submission of appropriate documentation as outlined in the CONTRACTOR'S travel policy (Attachment B). This shall prevail over item 4 in the University's Standard Terms and Conditions.
3. The terms and conditions outlined in Attachment C. Should the terms and conditions of Attachment C be in conflict with the University Standard Terms and Conditions, the terms and conditions in Attachment C shall prevail.
4. SimHealth shall provide a list of contracted consultants to the UNIVERSITY. Additional Contractors may be added with mutual written agreement between the UNIVERSITY and the CONTRACTOR.

The Period of Performance under this Contract is from April 15, 2014 through April 15, 2017. However, the University may terminate this Contract for cause as defined in Attachment C by giving the CONTRACTOR at least thirty (30) days written notice before the effective termination date, in which event the Contractor shall be entitled to receive equitable compensation for satisfactory authorized work completed as of the termination date.

The UNIVERSITY will compensate CONTRACTOR as specified in Attachment D.

Other payment terms (Put N/A if none): Payment is due within 30 calendar days of invoice date and shall be made payable to: SimHealth Consultants, LLC. Payments that are overdue by greater than 30 calendar days, are subject to a 1.5% fee on the overdue balance.

The UNIVERSITY's maximum liability under this Contract is \$486,500 unless otherwise mutually agreed to in writing by both the UNIVERSITY and CONTRACTOR.

In witness of their acceptance of the terms of this agreement, the parties have had this Contract executed by their duly authorized representatives.

FOR CONTRACTOR:

ADDRESS:

14043 Edenberry Court
Lake Oswego, OR 97035

PHONE:

404-781-9196
503-936-9337

FEDERAL ID #: 20-3826235



Name: Michael Seroplan MD
Title: Senior Partner
Authorized Official

March 20, 2014
Date

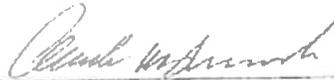
FOR UNIVERSITY:

DEPARTMENT NAME:

Academic, Faculty & Student Affairs

RESPONSIBLE ACCOUNT:

E070155



Charles M. Peccolo
Treasurer / Chief Financial Officer
Authorized Official

March 20, 2014
Date

UNIVERSITY'S STANDARD TERMS AND CONDITIONS

1. The University is not bound by this Contract until it is approved and signed by appropriate University authorized official(s). A list of the University's authorized officials is located here: <http://treasurer.tennessee.edu/contracts/contractsignature.html>
2. This Contract may be modified only by a written amendment which has been executed and approved by the authorized officials of both parties. A list of the University's authorized officials is located here: <http://treasurer.tennessee.edu/contracts/contractsignature.html>
3. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the University.
4. Unless otherwise indicated on the reverse, if this Contract provides for reimbursement for travel, meals or lodging, such reimbursement must be made in accordance with University travel policies.
5. The Contractor warrants that no part of the total Contract amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to Contractor in connection with any work contemplated or performed relative to this Contract, and that no employee or official of the State of Tennessee holds a controlling interest in the Contractor. If the Contractor is an individual, the Contractor certifies that he/she is not presently employed by the University or any other agency or institution of the State of Tennessee; that he/she has not retired from or terminated such employment within the past six months; and that he/she will not be so employed during the term of this Contract.
6. The Contractor shall maintain documentation for all charges against the University under this Contract. The books, records and documents of the Contractor, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment, and shall be subject to audit, at any reasonable time and upon reasonable notice, by the University or the Comptroller of the Treasury, or their duly appointed representatives. These records shall be maintained in accordance with generally accepted accounting principles.
7. No person on the grounds of disability, age, race, color, religion, sex, national origin, veteran status or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract. The Contractor shall, upon request, show proof of such nondiscrimination, and shall post in conspicuous places, available to all employees and applicants, notice of nondiscrimination.
8. The Contractor shall comply with all applicable Federal and State laws and regulations in the performance of this Contract.
9. This Contract shall be governed by the laws of the State of Tennessee, which provide that the University has liability coverage solely under the terms and limits of the Tennessee Claims Commission Act.
10. The Contractor shall avoid at all times any conflict of interests between his/her duties and responsibilities as a Contractor and his/her interests outside the scope of any current or future Contracts. The following principles define the general parameters of a conflict of interests prohibited by the University:
 - a. Contractor's outside interests shall not interfere with or compromise his/her judgment and objectivity with respect to his/her duties and responsibilities to the University.
 - b. A Contractor shall not make or influence University decisions or use University resources in a manner that results in:
Financial gain outside any current or future Contracts for either the Contractor or his/her relatives or
Unfair advantage to or favored treatment for a third party outside the University.
 - c. A Contractor's outside financial interests shall not affect the design, conduct, or reporting of research.The Contractor certifies that he/she has no conflicts of interests and has disclosed in writing the following:
 - a. Any partners or employees of the Contractor who are also employees of the University
 - b. Any relatives of the Contractor's partners or employees who work for the University.
 - c. Any outside interest that may interfere with or compromise his/her judgment and objectivity with respect to his/her responsibilities to the University.
11. If the Contractor fails to perform properly its obligations under this Contract or violates any term of this Contract, the University shall have the right to terminate this Contract immediately and withhold payments in excess of fair compensation for completed services. The Contractor shall not be relieved of liability to the University for damages sustained by breach of this Contract by the Contractor.
12. It is understood by the Contractor that the University will possess all rights to any creations, inventions, other intellectual property, and materials, including copyright or patents in the same, which arise out of, are prepared by, or are developed in the course of the Contractor's performance under this Contract. The Contractor and the University acknowledge and agree that the Contractor's work under this Contract shall belong to the University as "work-made-for-hire" (as such term is defined in U.S. Copyright Law). To the extent Contractor's work is not deemed to constitute "work-made-for-hire," Contractor hereby assigns and transfers to the University all of Contractor's right, title and interest in and to any creations, inventions, other intellectual property, and materials, including copyright or patents in the same, which arise out of, are prepared by, or are developed in the course of the Contractor's performance under this Contract.
13. For personal, professional, and consultant services, the Contractor shall submit brief, periodic progress reports to the University as requested.
14. In compliance with the requirements of Tenn. Code Ann. § 12-4-124, for any contract for goods or services purchased by the University, the Contractor hereby attests that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performances of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the United States in the performance of the Contract.
15. Any activities performed within the University of Tennessee facilities in support of this contract shall be executed in accordance with all applicable safety and environmental standards. Covered activities include but are not limited to the installation, servicing and maintenance of devices or equipment. Requisite safety standards include those promulgated by the Tennessee Occupational Safety and Health Administration (TOSHA), the Tennessee Department of Environment and Conservation (TDEC), Tennessee Division of Radiological Health, and any other regulation or related consensus standards which may apply to the device, equipment, or services covered under this contract. All hazardous substances and materials, including waste, under the control of the contractor shall be managed in accordance with applicable EPA and TDEC regulations. *Failure to abide by regulatory requirements may result in termination of the contract by the university. Any fines imposed against the University as the result of a contractor's failure to abide by regulations shall be the contractor's responsibility.*
16. This Contract is the entire agreement between the University (including University employees and other end users) and Contractor. In the event Contractor enters into terms of use, end user agreements, or other agreements or understandings, whether electronic, click-through, or shrink-wrap, and whether verbal or written, with University employees or other end users, such agreements shall be null, void, and without effect, and the terms of this Contract shall apply.
17. In compliance with the requirements of Tenn. Code Ann. § 12-4-120, the Contractor hereby attests that the Contractor has registered with the State of Tennessee's Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material requirement of this Contract.

**ATTACHMENT A
- FEBRUARY 2014 -**

		BILLING BASIS	Quantity		Total Cost
			Number	Estimated Hours	
1.1 PROJECT PLANNING					
	Task	Deliverables			
a	Definition of project planning tasks and projected timelines for UTHSC simulation Program	Detailed development of UTHSC high level simulation project plan	Variable	40	\$10,000
b	Be member of project team	Participate in team meetings monthly and duties as mutually agreed	Variable	40	\$10,000
				Sub-total	\$20,000

		BILLING BASIS	Quantity		Total Cost
			Number	Estimated Hours	
1.2 EDUCATIONAL PLANNING AND TRAINING					
	Task	Deliverables			
a	Assistance in needs assessment and program development	High-level program education and training plan	Variable Fee	30	\$7,500
b	Instructor development planning & Credentialing	Instructor and technician development plans	Variable Fee	30	\$7,500
c	Instructor development planning & Credentialing	Instructor apprentice curriculum & credentialing program license and training	Fixed	1	\$57,500 *
d	Assistance with simulation-specific curriculum development, integration and design	Work with UTHSC Personnel and identified experts to develop simulation curricula across identified schools and professions	Variable Fee	100	\$25,000
e	Education, faculty, and operations workshops. Intent is to deliver targeted development in areas that are identified as areas of need over the term of the agreement	A series of 4 full 1.5-day focused workshops. Specific content and subject to be mutually agreed between UTHSC and SimHealth.	Fixed	4	\$80,000 *
f	Simulation Instructor Foundations course	Interprofessional Foundation in simulation course (four 2 day courses for 15 people per course)	Fixed	4	\$128,000 *
				Sub-total	\$305,500

		BILLING BASIS	Quantity		Total Cost
			Number	Estimated Hours	
1.3 BUSINESS/OPERATIONAL PLANNING					
	Task	Deliverables			
a	Simulation readiness assessment to identify key elements that are present and gaps as they relate to various accreditors and and best practice related to successful simulation program development	Extended executive report on findings after site-visit and evaluation.	Fixed Fee	1	\$21,000
b	Business planning for the simulation Program including but not limited to budgeting (start-up and operational costs), staff and program planning, instructor training plan, phasing in of operations, organizational structure, accreditation planning, and identification of customers/users of simulation center, revenue projections and model for course fees. Organizational planning (governance, processes, etc.) for simulation center in the project phase and to ensure smooth transition into operations after opening	Budget development. Review staffing plan, High-level program plan, Organizational charts, Business model, Process flow maps	Variable Hours	230	\$57,500
c	Assistance in developing policies and procedures for simulation Program	Review and comment on draft policy and procedure documents (SimHealth can develop draft policies and procedures at extra charge)	Fixed Fee	1	\$20,000
				Sub-total	\$98,500

		BILLING BASIS	Quantity		Total Cost
			Number	Estimated Hours	
1.4 FACILITIES COMMISSIONING AND VENDOR SELECTION					
	Task	Deliverables			
a	Provide vendor-neutral advice on vendor selection process and tools (simulation equipment, AV systems, LMS software, etc.) and structuring of support agreements	Simulation, A/V and Computing Equipment Specifications. Lists of suggested vendors to be considered. Comments and suggestions for vendor agreements	Variable Fee	50	\$12,500
b	Assist with Simulation center commissioning	Work with team to commission simulation center once handed over	Variable Fee	60	\$15,000
				Sub-total	\$27,500

ATTACHMENT A
- FEBRUARY 2014 -

1.5 COLLABORATIVE RELATIONSHIPS		BILLING BASIS	Quantity		Total Cost
			Number	Estimated Hours	
	Task				
	Provide advice on the structure and functioning of collaborative relationships between UTHSC and other entities with which UTHSC may enter into collaborative relationships for simulation planning	Variable Fee		30	\$7,500
		Variable Fee		30	\$7,500
	Advice on potential institutions/simulation centers for partnerships or expert advice and structuring of agreements	Variable Fee		30	\$7,500
	Facilitation of the setup of a Memphis-wide simulation alliance	Variable Fee		50	\$12,500
				Sub-total	\$35,000
				Total	\$486,500

ATTACHMENT A

Notes

- Scope of work spans 30 to 36 months
- Items with an * include travel and lodging of CONTRACTOR personnel.
- Items without an * may require travel. If travel is involved then the UNIVERSITY assumes responsibility for travel expenses as stipulated in the agreement.
- The UNIVERSITY assumes all responsibility and cost associated with booking, securing, and paying for training facilities when required.
- The UNIVERSITY agrees to follow the CONTRACTOR'S minimum guidelines for spaces, equipment, and resources for courses
- Timelines for all items included in the project must be mutually agreeable between the UNIVERSITY and CONTRACTOR
- Payment for variable versus fixed fee is described in Attachment D



Integrating Simulation into Healthcare

SUBJECT: Travel Policy

Article I. PURPOSE

SimHealth Consultants, LLC (SimHealth) appreciates the efforts of employees and consultants to further the mission of the company. It recognizes that employees and consultants may be required to travel or incur other expenses from time to time to conduct SimHealth business. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for timely reimbursement of authorized expenses incurred.

Article II. POLICY

Reimbursement for approved SimHealth travel will be limited to employees, consultants, and *other specifically approved individuals involved in SimHealth business or activities* in accordance with the procedures below. In all cases, reimbursement will apply only for portions of travel expenses that are not otherwise compensated through other sources. Receipts (original or scanned) for all travel-related expenses must be provided. This Policy applies to travel between and within the United States and Canada.

Article III. General

- (a) **Definitions:** Traveler will include any person employed or contracted by SimHealth while performing work for SimHealth.
- (b) **Expense reimbursement from clients:** Actual expenses shall be reimbursed to SimHealth by clients upon submission of scanned receipts and an invoice. Under no circumstance shall a client impose government and/or other limits that SimHealth does not qualify for.
- (c) **Expense payment to Travelers:** Expenses submitted for reimbursement by traveler(s) shall be paid to travellers upon receipt of funds from the client.

Article IV. Air Travel

- (a) **General:** Travelers are responsible for making their own flight arrangements at the lowest available logical coach fare (see below).
- (b) **Lowest Logical Fare:** There are many factors and circumstances that need to be taken into consideration when booking air travel. Travelers are expected to obtain the lowest logical airfare in coach class based on the location, dates and times of the job/work. The basic criteria are as follows:
 - Non-stop flights (if available) in coach class on the airline offering the lowest logical fare.



Integrating Simulation Into Healthcare

Or, if available:

- Connecting flights, without increasing flight duration by more than 2 hours each way. Only a significant cost savings over non-stop flights would make this option logical.
- (c) **Upgrades:** Additional costs associated with upgrades will not be reimbursed.
- (d) **Business Class travel**
Shall only apply to international travel (excluding Mexico and Canada) and be dealt with on a case by case basis
- (e) **Frequent Flyer Miles:** Travelers may retain all airline benefits including frequent flyer miles earned while traveling on SimHealth related business. SimHealth will not purchase or reimburse airline miles used for SimHealth travel.
- (f) **Preferred Airlines:** Airline preference is important to travelers, particularly on longer flights. Consideration for airline preference will be given to travelers.
- (g) **Ticket Changes:** Fare rules imposed by the airlines have made ticket changes difficult and expensive. Occasionally, circumstances arise that necessitate a ticket change. Travelers should make every effort to keep these changes to a minimum. Prior authorization from SimHealth Managing partners must be obtained prior to changing a ticket. Consultants shall bear the cost of such changes without such approval.
- (h) **Standby/Missed Flights:** Travelers should be aware that if a flight is missed, the airlines reserve the right to cancel the entire reservation. Travelers may experience difficulties flying standby or may not be protected on later flights without incurring substantial penalties. An appropriate reason must accompany reimbursement claims for penalties associated with a missed flight or unused flight segments. Authorization from SimHealth Managing partners must be obtained to receive reimbursement.
- (i) **Companion Travel:** SimHealth will reimburse only for the individual traveling on SimHealth business.
- (j) **Add-on Travel:** Add-on travel is defined as travel that is scheduled at the sole discretion of the traveler either before or after the SimHealth related work. In this situation, SimHealth will reimburse the cost of a round-trip ticket from the traveler's home city to the meeting destination. All other expenses associated with add-on travel are the responsibility of the traveler.

Article V. HOTEL ACCOMMODATIONS

- (a) **Traveler Arranged Accommodations:** In the case where hotel arrangements are not made through SimHealth directly, then the traveler shall book the lowest available standard room at a rate not to exceed \$250 per night (excluding tax and fees). The hotel rate and applicable taxes/fees will be reimbursed. Amounts in excess of \$250 (excluding taxes/fees) will not be reimbursed unless previously approved by SimHealth. Upgrades will not be reimbursed in any circumstance.

Integrating Simulation Into Healthcare

- (b) **Hotel Cancellations:** In the event of bad weather, emergencies or personal delays, it is the responsibility of the traveler to contact SimHealth to cancel his/her room reservation if made through SimHealth. During non-business hours, travelers should contact the hotel directly, obtain a cancellation number, and communicate the information to SimHealth. If a room reservation is not cancelled, the hotel will charge a penalty, which will be the responsibility of the traveler.

Article VI. GROUND TRANSPORTATION

- (a) **General:** Travelers are expected to use the most economical ground transportation appropriate under the circumstances.
- (b) **Courtesy Cars:** Many hotels have courtesy cars/shuttles, which will take you to/from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available.
- (c) **Taxis:** Taxi service to/from the traveler's home, the airport, and work related events such as off-site dinners are reimbursable.
- (d) **Car Rental:** Car rental for travel in conjunction with SimHealth business may be used when it is the most cost effective means of transportation and has been approved by SimHealth. Car rental type is limited to mid-size unless otherwise approved by SimHealth. Gas, tolls and parking expenses incurred during meeting dates are reimbursable.
- (e) **Personal Auto:** Travelers driving to a meeting will be reimbursed for actual mileage according to the most current guidelines from the IRS, plus tolls and parking charges. Gasoline may not be claimed in addition to mileage. Reimbursement for the use of a personal car must not exceed the cost of an airline ticket. Expenses incurred due to mechanical failure or accidents are not reimbursable, nor are fines for parking or traffic violations. Travel to and from an airport is not reimbursable.
- (f) **Parking:** Expenses associated with parking during and around work dates are reimbursable. Airport parking should be utilized in either the long-term or off-airport parking areas whenever possible.

Article VII. MEALS

- (a) **General:** Travelers should take advantage of meals that are planned and prepaid in conjunction with a job. Additional meals, such as those incurred while traveling to and from the job site, are reimbursable. Alcoholic beverages that are included with a meal are reimbursable up to 2 drinks per person to a maximum of \$20.00 (not including gratuity), unless previously approved by SimHealth.
- (b) **Guest/Companion Meals:** Guest/Companion meals are not reimbursable, except as provided in this paragraph. Travelers may request to bring a companion to a non-working lunch or dinner that is scheduled as part of a SimHealth event, but they should first submit a request directly to



Policy.....	Travel
Revised Policy.....	1/12/13

Integrating Simulation into Healthcare

SimHealth who must 1) confirm that the hotel or restaurant can accommodate additional guests and 2) obtain approval to invite additional guest.

Article VIII. OTHER

- (a) **Telephone/Cell Phone and Internet Usage:** ONLY business related telephone calls are reimbursable. SimHealth will not reimburse travelers for minutes used on their personal cellular phones even if used for SimHealth business. When the traveler does not already have internet connectivity, the traveler may submit for internet connection expense reimbursement. Hardware expenses will not be reimbursed. In order to be reimbursed for Internet connectivity, travelers must utilize the location's local Internet service provider to access the Internet at the hotel's stated per diem rate. Phone charges may not exceed \$10 per day unless otherwise authorized by SimHealth
- (b) **Non-reimbursable Items:** Non-business related items such as, but not limited to, laundry (except for extended business stays), movies, and spa/salon services are not reimbursable.

Article IX. REIMBURSEMENT CLAIM

- (a) **General:** Travelers must submit scanned or actual receipts to receive reimbursement. In case of dispute SimHealth shall have final say. Please note that scanned images that are of poor quality will not be accepted.
- (b) **Expense Reimbursement For Items Below \$20:** Claims for items over \$20 will not be reimbursed without a valid receipt.

ATTACHMENT C
ADDITIONAL TERMS AND CODITIONS

1. Protected Information

1.1. **Definition.** For purposes of this Agreement, "Protected Information" means: all information disclosed by the Contractor to University, whether by disclosure, observation or otherwise, or whether provided to Contractor by third parties that Contractor is obligated to keep confidential, including, but not limited to, any information relating to or involving assets, sales, business, marketing, forecasts, audits, financial, intellectual property, trade secrets, know-how, inventions, discoveries, technical, scientific data, patent applications, processes, formulas, techniques, customers and suppliers, products and product roadmaps, concepts, ideas, models, data, programs, plans, drawings, research, specifications, methods and procedures of operations, test results and methodologies, or other information, whether in electronic, visual, audio, oral or written form, and however communicated, and all memoranda, summaries, notes, analyses, reports, compilations, interpretations, studies or other documents prepared by Contractor or University that contain, are based on, or reflect any such information.

1.1. Notwithstanding the previous paragraph, Protected Information does not include any information that University can prove: (i) is or becomes generally available to and known by the public without breach of a duty of confidentiality; (ii) was known to University before its first disclosure by Contractor as evidenced by University's written records; (iii) was received from a third party lawfully in possession of that information without restrictions, where such third party obtained such information and the right to disclose it to University without violation of any rights that Contractor may have in such information; or (iv) was independently developed by University, as evidenced by University's written records, without violating the terms of this Agreement or any rights that Contractor may have in such information. In any dispute between the parties with respect to the exclusions in this paragraph, the burden of proof will be on University to demonstrate that it is not in breach of the confidentiality provision.

1.2. **University's Obligations.** University will (a) not disclose Protected Information, directly or indirectly, to any third party; (b) not use any Protected Information for any purpose other than for the purposes of performing Services under this Agreement; and (c) hold and maintain Protected Information in trust and confidence for the benefit of Contractor. All confidential and nonuse obligations contained in this Section 1 with respect to any particular Protected Information will expire at such time as the relevant Protected Information ceases to be Protected Information. The University of Tennessee's obligation to keep information confidential will not apply if disclosure is required by the Tennessee Public Records Act, Tenn. Code Ann. § 10-7-503.

1.3. **Contractor Property.** All Protected Information will remain the sole property of Contractor. Upon the termination of this Agreement or at any other time requested by Contractor, University will promptly return and deliver to Contractor (i) all Protected Information, and (ii) all other information (whether or not Protected Information) made available by Contractor to University. Any copies of such items or materials will also be returned.

1.4. **No Rights.** Nothing contained in this Agreement will be construed as granting to or conferring upon University any right, title, interest or license, in any Protected Information, patent, trademark, copyright or any other intellectual property that is now or subsequently owned by Contractor.

2. Contractor's Work Product

2.1. **Definition.** "Developments" means each invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, secret or intellectual property right whatsoever or any interest in any of those items (whether or not patentable or registrable under copyright or similar statutes or subject to analogous protection) that is made, conceived, discovered, or reduced to practice by Contractor (either alone or with others) and that (i) relates to other business of Contractor or any customer of or supplier to Contractor or any of the products or services being developed, manufactured or sold by Contractor or which may be used in relation with any of them,

ATTACHMENT C
ADDITIONAL TERMS AND CODITIONS

(ii) results or is derived from the Services performed by others for Contractor or (iii) results or is derived from the use of premises or personal property (whether tangible or intangible) owned, leased or contracted for by Contractor.

2.2. **No Rights.** Nothing in this Agreement will be construed as granting to or conferring upon University any rights, title, interest or license, in any Developments or Intellectual property now owned or subsequently owned by Contractor.

3. **Non-solicitation.** Without the prior written consent of Vendor, The University of Tennessee will not recruit any personnel assigned by Vendor to perform any services designated as consulting services in a Service Listing or SOW ("Consulting Services") for the University of Tennessee until 1 year after completion of the applicable services. "Recruit" means to knowingly initiate personal contact for the purposes of hiring, but does not include responding to an unsolicited application, receiving unprompted responses to advertisements, or receiving candidates who are, without The University of Tennessee involvement, presented to The University of Tennessee by a recruiting firm. For avoidance of doubt, The University of Tennessee will not be in breach of this non-solicitation provision if the University hires an employee of Vendor where the employee applied through University's employment website or by responding to an advertisement by The University of Tennessee.

4. **Miscellaneous**

4.1. **Notices.** All notices required or permitted under this Agreement shall be in writing and shall be deemed given and made (i) if by personal delivery, on the date of such delivery, (ii) if by delivery by facsimile or electronic mail, on the date sent (as evidenced by confirmation of transmission by the transmitting equipment), (iii) if by nationally recognized overnight courier, on the date scheduled for delivery, and (iv) if by certified mail, return receipt requested, postage prepaid, on the third business day following such mailing, in each case addressed at the address or contact information shown below the signature line. Either party may by written notice to the other party designate a different address or contact information.

4.2. **Dispute Resolution.** Any controversy, claim, or dispute arising out of or relating to this Agreement or the breach of any of its terms will be settled, if possible, through good faith negotiations between the parties.

4.3. **Assignment.** University may not assign or transfer this Agreement or any rights or obligations under this Agreement without the prior written consent of Contractor.

4.4. **Entire Agreement; Amendments.** This Agreement contains the entire agreement of the parties with respect to the matters covered, and no other previous agreement, statement or promise made by either party to this Agreement that is not contained in the terms of this Agreement will be binding or valid. This Agreement may be amended only in writing by both parties to the Agreement.

5. **Confidential Information**

5.1. Each Party ("Recipient") shall hold in trust for the other Party ("Discloser"), any confidential information of the Discloser, and shall not disclose such information to any third party. "Confidential Information" includes data, materials, plans, financial information, products, technology, computer programs, specifications, manuals, software, and/or other information which relates to the Discloser's research, development, trade secrets or business affairs, whether disclosed or submitted orally, in writing or by any other media, but does not include information which is generally known in the public domain.

ATTACHMENT C
ADDITIONAL TERMS AND CODITIONS

5.2. Recipient hereby acknowledges that during the performance of this contract, the Recipient may learn or receive Discloser's Confidential Information and Recipient hereby confirms that all such Confidential Information relating to the Discloser's business will be kept confidential by the Recipient, except to the extent that such Confidential Information is required to be divulged to the Recipient's personnel or associates in order to enable Recipient to perform Recipient's obligation under this Agreement.

5.3. Recipient agrees not to disclose or use, except as required in Recipient's duties, at any time, any Confidential Information disclosed to or acquired by Recipient during the term of this contract. Recipient agrees that he shall not, without the written consent of Discloser, disclose to third parties (other than as necessary for performance of the Services), or use for his own financial benefit, or for the financial or other benefit of any competitor of Discloser, any of Discloser's Confidential Information.

5.4. Except as necessary for the performances of Services, Recipient shall take all reasonable precautions to prevent any other person with whom Recipient is, or may become associated with, from acquiring Confidential Information at any time.

5.5. Recipient agrees that all Confidential Information of Discloser shall be deemed to be, and shall be treated as the sole and exclusive property of Discloser.

5.6. The University of Tennessee's obligation to keep information confidential will not apply if disclosure is required by the Tennessee Public Records Act, Tenn. Code Ann. § 10-7-503.

5.7. The confidentiality obligation of the Recipient derived from this AGREEMENT shall be effective for two years starting from the Effective Date by the Recipient.

6. Termination for Cause

6.1. If either Party fails to carry out his responsibilities as required under this Agreement, the other Party shall have the right to terminate this Agreement. The non-breaching Party shall give notice to the breaching Party that it intends to terminate the Agreement unless the breaching Party fulfills his responsibilities within 30 business days.

6.2. Contractor may terminate this Agreement immediately for "cause" by written notice to University. For the purposes of this Agreement, "cause" includes the following conditions: University (i) fails or neglects to perform any of its material obligations, (ii) breaches any of the terms or conditions of, or defaults under, this Agreement, or (iii) acts in a grossly negligent, reckless, wanton, or criminal manner.

6.3. University may terminate this Agreement immediately for "cause" by written notice to Contractor. For the purposes of this Agreement, "cause" includes the following conditions: Contractor (i) fails or neglects to perform any of its material obligations, (ii) breaches any of the terms or conditions of, or defaults under, this Agreement, or (iii) acts in a grossly negligent, reckless, wanton, or criminal manner.

6.4. Upon receiving notice from the non-breaching Party of such breach and intent to terminate the Agreement, the breaching Party shall have thirty (30) business days to remedy the breach. If the breach is remedied, the non-breaching Party will then withdraw the Notice to Terminate. In the event of Termination of the Agreement for Cause, University shall only be liable to pay the Contractor for the Services that have been performed in accordance with this Agreement.

ATTACHMENT D

FEE SCHEDULE

Payment shall be made payable to: SimHealth Consultants, LLC

Payments shall be mailed to:

SimHealth Consultants, LLC
14043 Edenberry Court
Lake Oswego, OR 97035

Payments are due 30 calendar days from the invoice date

Overdue Payments: Payment is due within 30 calendar days of invoice date and shall be made payable to: SimHealth Consultants, LLC. Payments that are overdue by greater than 30 calendar days, are subject to a 1.5% fee on the overdue balance.

Fixed fee items

Includes items (see Attachment A): 1.2(c), 1.2(e), 1.2 (f), 1.3(a), 1.3(c)

- 30% of the Total cost of the item due at signing for each item
- For items that are a quantity of 1: The remaining 70% total cost is due upon completion of the task/item
- For items that are a quantity greater than 1: 70% of the unit cost (Total cost divided by quantity) is due upon completion of the task/item

Variable Cost items

Includes items (See Attachment A): 1.1(a), 1.1(b), 1.2(a), 1.2(b), 1.2(d), 1.3 (b), 1.4 (a), 1.4(b), 1.5(a), 1.5(b), 1.5(c)

- Items will be billed on an hourly basis at \$250/hour per consultant or \$2,500 per diem when Consultant is away from their individual home base.
- Hourly billing is billed in increments of 15 minutes with a minimum charge of 30 minutes.
- If the estimated hours in Attachment A are reached then the UNIVERSITY must authorize additional hours in writing. CONTRACTOR shall not continue work on item until such authorization is provided.
- Invoices will be submitted monthly to quarterly depending on workload

ATTACHMENT D

Travel Expense reimbursement

The CONTRACTOR shall be reimbursed for actual travel and living expenses with the submission of appropriate documentation as outlined in the CONTRACTOR'S travel policy (Attachment B). This shall prevail over item 4 in the University's Standard Terms and Conditions.

8500055617

**THE UNIVERSITY OF TENNESSEE
CONTRACT AMENDMENT**

This Amendment is to the Contract between the University of Tennessee ("University") and SimHealth Consultants, LLC ("Contractor"), which Contract was entered into on March 20, 2014 (UT Contract #8500037977).

This Contract Amendment consists of this cover page and **9** additional pages.

By mutual agreement, the UNIVERSITY and CONTRACTOR agree to the following amendment:

1. The CONTRACTOR shall provide services to the UNIVERSITY'S College of Nursing as specified in CONTRACTOR'S attached proposal.
2. CONTRACTOR'S professional fees will be reimbursed upon receipt of Invoice(s) as specified in CONTRACTOR'S attached proposal.
3. The contract end date is extended through July 31, 2017.

UNIVERSITY'S maximum liability under this Amendment will increase by \$72,400 to a total of \$558,900.

All other terms remain unchanged.

In witness of their acceptance of the terms of this agreement, the parties have had this Contract Amendment executed by their duly authorized representatives.

FOR CONTRACTOR:

ADDRESS:

14043 Edenberry Court
Lake Oswego, OR 97035

PHONE: 404.781.9196

FOR UNIVERSITY:

DEPARTMENT NAME:

College of Nursing

RESPONSIBLE ACCOUNT:

E073801

FEDERAL ID#:

Michael Seropian

D215C036FA0545F

Name: Michael Seropian
Title: Senior Managing Partner

DocuSigned by:

James R. Maples

2254328104E467

James R. Maples
Interim Treasurer / Chief Financial Officer

1/3/2017 | 11:34:33 PM CST

Date

12/20/2016 | 8:01:43 PM CST

Date

REVISED PROPOSAL



GLOBAL EXPERIENCE

THE SIMHEALTH GROUP

Simulation facility design
Instructor training
Program & needs assessment
Program development
Program implementation
Curricular integration

Established in 2005

The service and work product we provide is individualized to the needs of our clients. We leverage the depth of experience and expertise of consultants from around the world to provide professional solutions that represent best-accepted practice.



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Integrating Simulation into Healthcare

**PROPOSAL
FROM SIMHEALTH GROUP, LLC
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**Organizational and Curricular Development Consultation
UTHSC Simulation Program and UTHSC College of Nursing (CON)**

Primary Consultant:
Paula Gubrud-Howe EdD RN FAAN

Proposal

Background

The UTHSC Memphis Simulation Program is striving to become a national leader in simulation. The senior executive leadership of the institution has declared this as a top priority. As such it has invested a significant amount of resources to increase the likelihood of successful implementation. Monies have been allocated to facility design and construction, equipment, faculty development, and general consultation. The program has significant support at the executive level including, but not limited to, the Chancellor, Executive Vice Chancellor, and the Vice Chancellor of Academic and Student Affairs. Dr. Alicia Dorsey has been instrumental in the ongoing development process since 2012. Sadly, she has departed to assume a new position in Texas. Dr. Dorsey played a pivotal role by spanning the professions and acting as a mentor for existing simulation program staff. The importance of her leadership role cannot be overstated. Dr. Lori Gonzales and the UTHSC executive leadership has approved the hiring of key personnel over the academic year. These key positions are not all filled and realistically many of these individuals will come on board through the year. In particular, the Executive Director position has just been filled as of June 2016.

Key to the success of the Simulation Program is on the ground experienced leadership, with faculty development expertise, focused **onsite mentoring**, and **simulation-based curricular integration across programs**. Space, equipment and business planning requires skilled leadership as well. Attending to the faculty development and curricular integration are the most problematic and challenging. Failure to develop curricula that utilize simulation will result in under-utilization of the new space, and jeopardize the significant investment in this project.

Mentoring requires on the ground and remote access for key individuals that are current faculty/staff at UTHSC. Moreover, providing mentorship/development for new hires will be pivotal. The onboarding process is critical to have personnel ready for the anticipated handover of the facility in the winter of 2017. The new and highly skilled Executive Director will certainly mitigate some of this but realistically it will take time as the new individual acclimatizes to the new position and the complex environment. Normally this type of leadership transition takes time to shape a plan to move forward. Fortunately,



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UTHSC has the advantage of experienced consultants to assist the Executive Director and continue the forward progress.

Currently there is a reasonable amount of simulation occurring across professions including Pharmacy, Medicine, Nursing, the Health Professions, and Dentistry to name a few. None of these programs has integrated simulation in a meaningful way across their curricular spectrum. This was identified in our needs assessment report presented in 2014. Nationally, undergraduate and graduate nursing is leading in both volume and advancement of simulation. A significant number of programs nationally have fully integrated simulation into their curricula. This has prompted the National Council of State Boards of Nursing to issue policy statements in support of effective simulation.

The UT College of Nursing has undergone a variety of changes in leadership and personnel and in our opinion, well positioned to advance simulation at UTHSC. **The CON is in an ideal position to mine its talent to set an accountable target for full simulation curricular integration. The CON has the opportunity to become a leader in simulation-based education and assessment at the institution.** To effectively accomplish this the CON will need to develop a focused plan to promote curricular integration of simulation. We recommend that this plan span 3 years. This is no small task and will require expertise and consultation from those with significant experience. This includes creating a comprehensive integration plan with accountabilities, developing College specific champions, and mentoring key leadership and faculty within the College. The Integration of simulation across the College of nursing will provide the simulation program both the utilization that will produce a meaningful return on investment (ROI) and an exemplar for other colleges and partners.

The proximity of facility hand-over, the need for further staff development, the national response to the new NCSBN guidelines and importantly the unanticipated and precipitous departure of Dr. Dorsey requires us to act quickly to recommend an amendment to the original plan of implementation. The following proposal outlines a strategy that will help mitigate the major risks for this project. We are ever mindful of budget and as suggest will present a variety of options that balance budgetary constraints and ROI.

Leadership/
Mentorship

Onboarding

Curricular
integration

Robust
infrastructure



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PURPOSE:

The purpose of this proposal is multi-pronged:

- 1) To Increase curricular demand for simulation at UTHSC and to ensure effective and high utilization of simulation program resources. We recommend that the most effective way to achieve this will to facilitate the integration of simulation into the UT College of Nursing programs. Nursing in the United States is currently the largest user of simulation based education. The National Council of State Boards of Nursing (NCSBN) have shown an Increasing Interest in using simulation to supplement and partially replace clinical experience. A recent large study funded by the NCSBN showed that that simulation is as effective as traditional clinical placements. In addition, simulation based learning is commonly utilized in advanced practice nursing programs, most notably nurse anesthesia, nurse midwifery and acute care nurse practitioner programs.
- 2) Develop existing simulation program leadership and key staff through direct observation and mentorship. The Intent will be to accelerate the development process to ensure readiness for curricular demand.
- 3) Create faculty systematic development plans for current simulation staff and faculty to accelerate their development.
- 4) Accelerate the establishment of a strong operational foundation by developing the simulation program operational infrastructure and processes through direct observation and mentorship focusing on current staff skill levels and increasing quantity of faculty with simulation expertise. Established emerging expertise are at risk without intervention.
- 5) Collaborate with CON leadership to onboard new staff and faculty as they are hired. The current staff is over-burdened and staffing levels and expertise have not been scaled up to to meet the current and immediate future needs. Developing experienced mentorship and development will be paramount.
- 6) Provide any needed onboarding guidance and mentorship for the new Executive Director.
- 7) The current organizational structure has Simulation reporting through the Vice Chancellor of Academic and Student Affairs. It will be important to have executive level reporting to Dr. Gonzalez to provide summary progress reports and adaptive implementation strategies.



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Integrating Simulation into Healthcare

Deliverables – General

To work with and advise University leadership (the Vice Chancellor of Academic and Student Affairs and the Simulation Program Executive Director) to implement strategies to address identified issues, progress, and solutions related to targeted UTHSC simulation program development and CON simulation curricular integration.

To act as a surrogate for the key function that Dr. Dorsey was intended to play in the immediate future.

PHASED DELIVERABLES

Phase 1: Through collaborative engagement processes with CON stakeholders SimHealth Group consultant will conduct an analysis of the current strengths and challenges facing the CON curriculum as it relates to simulation. The analysis will consider strategic options for enhancing strengths and addressing challenges.

Phase 2: Through collaborative engagement with key leaders SimHealth Group consultants will facilitate the development of a CON leadership team and develop a strategic work plan based on findings from the assessment. Findings from phase 1 will inform the second phase of this scope of work and therefore is premature to outline

Dr. Paula Gubrud-Howe will be the principal consultant throughout the work and will involve associates as required for many of the proposed activities.



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PHASE 1
Organizational and Curricular analysis
Brief outline of Work plan

Preliminary interviews

Step 1 - Comprehensive interviews between key CON personnel and Dr. Paula Gubrud-Howe

Off-site review with key informants (CON executive leaders and UTHSC simulation manager and director) - interviews to be done using distance technology. Review of relevant documents (accreditation reports) will be reviewed if identified as a useful source of information. Summary of findings presented to UTHSC leadership. The initial findings from the interviews and discussion with key informants will be used to prepare for on-site leadership, faculty and staff interviews.

Onsite in-depth review and interviews

Step 2: on-site *small-group and individual interviews*. The process will be flexible depending on the findings related to initial off-site review. A tentative agenda will include but is not limited to:

Groups BSN/MSN faculty and staff
 Faculty Governance leadership as appropriate
 DNP Specialty faculty and staff
 Complete interviews of DNP Specialty faculty and PhD faculty

^a Selected UTHSC leadership and 2nd interviews as needed

^b Preliminary findings can be presented to leadership before departing campus

Report – Paula Gubrud-Howe will present verbal review of findings to key leadership.

PHASE 2
Nursing Simulation Curricular Integration
Brief outline of Work plan

The CON is in an ideal position to mine its talent to set an accountable target for full simulation curricular integration. The CON has the opportunity to become a leader in simulation-based education and assessment at the institution.

Develop organizational culture, plan, structure and faculty competencies needed to fully integrate simulation into all clinical nursing program curriculum incrementally over a 3-year period.

Through collaborative leadership with CON executive administration facilitate development of organizational culture and programming needed to lead and participate in UTHSC's evolving interprofessional simulation initiative.



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Integrating Simulation into Healthcare

To develop and mentor nursing simulation champions (graduate and undergraduate) to assist in planning, implementation and integration of simulation into curriculum. This will include the creation of faculty development plans for simulation champions and faculty at large as well as the creation of a team of simulation champions for the CON.

Deliverables - UTHSC Simulation Center personnel and program development

To work closely with UTHSC Simulation Center staff/leadership to develop, and mentor key personnel at the center.

To review and accelerate the development of key infrastructure elements necessary for smooth operations of a vibrant and successful simulation program including but not limited to workflow enhancements and policy implementation.

To work closely with **NEW** UTHSC Simulation Center staff/leadership to develop, and mentor new personnel at the center.

BRIEF OUTLINE OF WORK PLAN

Leadership Communication	
November to June	Provide the Vice Chancellor onsite review of progress and areas of significance.
UTHSC Simulation Program Development	
November - June	<p>Work with UTHSC simulation program leadership (Chad Epps and Teresa Britt) to develop personal and staff development plans.</p> <p>Observe and review simulation curricular delivery across professions.</p> <p>Mentor simulation program leadership and key faculty on advanced simulation educational techniques</p> <p>Identify and advise on operational issues and areas for development</p> <p>Assist with the onboarding new personnel as they are hired inclusive of the Executive Director.</p> <p>Work closely with Teresa Britt to transition and onboard the new Executive Director once hired.</p>
CON Simulation Curricular Integration	
Early-mid November	<p>Curricular gap analysis</p> <p>Identify early adapters ready to immediately begin or significantly increase integration into course/program.</p>
November-December	In collaboration with program and clinical course leadership/faculty identify content/concepts to be simulation for each course. Focus on early adopters .



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December-January	Work with early adapters (3-5 courses) to develop plans for simulation sessions between January-May.
January – May	Coach early adopter faculty (3-5 courses) through entire process of planning, implementing, evaluating, and revising course simulation sessions. <ul style="list-style-type: none"> Participant observation for simulation faculty as they implement Initial scenarios– providing comprehensive feedback using cognitive coaching model
March-May	Develop peer-coaching model using early adopters as resource for implementing the next wave of faculty/courses.
Jan-May	Begin or enhance shared data base to facilitate scenario sharing between courses/programs.
April- June	Create a two to three year plan for progressive integration of simulation into each course.

Please note that Months are for illustration purpose and will vary depending on the date the engagement begins

FEES

As stated in the preamble/background we are ever mindful of the need to implement this project as cost effectively as possible. We therefore will provide a menu of options while also applying preferred pricing. The options allow for variation in number of days onsite and the period of months involved. In addition, a remote work option to prepare materials for onsite work and to allow for time dependent coaching when needed is included. Please note that for this endeavor to be successful, maximizing contact time will be important. Decreased contact time may decrease the effectiveness of the interaction as there are many variables involved that out outside of SimHealth's control. The risk related to effectiveness is directly impacted by the amount of time selected.

<i>Summary</i> ^{a,b}	<i>Professional Fees</i>
<i>Curricular assessment without formal report</i> ^{a,b}	\$72,375
<i>Curricular Simulation Integration</i> ^{a,b}	

^a Remote work not to exceed 10 total hours.

^b The amount of travel shall not exceed a total of 19 onsite days spread over not more than seven (7) discrete trips. The distribution and allocation of the days shall be at the discretion of SimHealth in consultation with the Client.

Travel Fees: Travel and living expenses are included in the professional fees. Travel shall follow the SimHealth Travel Policy.



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PAYMENT SCHEDULE & INVOICING

<i>Payment</i>	<i>Professional Fees</i>
<i>Mobilization fee Payment #1 – due on signing</i>	<i>\$20,000</i>
<i>Payment 2 – 2 months after signing</i>	<i>\$17,466.67</i>
<i>Payment 3 – 4 months after signing</i>	<i>\$17,466.67</i>
<i>Payment 4 – 6 months after signing</i>	<i>\$17,466.66</i>

- Days onsite may be substituted with remote work with mutual agreement between SimHealth and the Client.
- Dates of onsite attendance must be agreed to by SimHealth and the client.

Payment shall be made to:
 SimHealth Consultants, LLC
 14043 Edenberry Court
 Lake Oswego, OR 97035

All payments must be received with within 30 calendar days of the invoice date except the first payment is due upon receipt. Work will not start until Payment #1 is received.

SCHEDULE

This work is anticipated to take approximately 8 to 9 months considering scheduling and timing issues.