

COURSE REQUEST FROM HOST DEPARTMENT TO TAASK

AGREEMENT BETWEEN COURSE ORGANIZER AND TAASK

This document is used to preliminarily plan a TAASK Masterclass to be held by an organization other than TAASK or SFAI.

The course's intended coordinator should check dates with [TAASK's secretariat](#) then fill in all the orange boxes with the local manager with responsibility for personnel and finance.

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PLANNING OF COURSE DATES

If possible, plan the next calendar year's courses when the secretariat requests this each Spring. Course planning can, however, be initiated up to 6 months before each course.


Check course dates on www.taask.nu and avoid weeks when there is already a TAASK course planned if possible, check with kansli@taask.nu (or ping Hilda Ståhl on BaseCamp) before submitting this form.

TAASK Masterclass consists of a faculty day followed by 3 course days and then a half day for evaluation, clearing up and preparing for the next course.

Requested course dates:	
Name of venue (as it should be displayed on the website), and town if it's not obvious:	
Name of organization holding course ('course organizer')*	
The venue is booked	
Possible comment.	

* E.g. Department of anesthesiology and intensive care, or Clinical Training Center, Holy Spirit Hospital.

OVERVIEW OF TIMETABLE

TIMETABLE		TAASK Masterclass 				
		0		0		
	Day 1		Day 2		Day 3	
	Group A	Group B	Group A	Group B	Group A	Group B
0745	Coffee, registration		Coffee		Coffee	
8	Introduction	0	Check-in		Check-in	
	Structure	0	Airway algorithms		Circulatory collapse	
	Simulation	0	0		0	
	Debriefing	0	Workshop: airway	Simulation Sim. Room 2 Sst	Simulation Sim. Room 1 HTh	Simulation Sim. Room 2 Sst
9	CRM and tools for debriefing 0		0940 Snack		1015 Snack	
10	Orientation Sim Room 1	Orientation Sim Room 2	1015 Snack		1015 Snack	
	0	0	Simulation Sim. Room 1	Workshop: airway	Simulation Sim. Room 1	Simulation Sim. Room 2
11	<u>1100 Participants' cases</u>		HTH		HTH	
	Group A Debrief.Rm1	Group B Debrief.Rm2	0		Sst	
12	1150 Lunch 0		Lunch 0		Lunch 0	
	Changed by 12:45!		Changed by 13:00!		Changed by 13:00!	
	Simulation Sim. Room 1	Simulation Sim. Room 2	Simulation Sim. Room 2	Simulation Sim. Room 1	Simulation Sim. Room 2	Simulation Sim. Room 1
13	Snack during/after debriefing		Snack		Snack	
	Simulation Sim. Room 2	Simulation Sim. Room 1	Simulation Sim. Room 2	Simulation Sim. Room 1	Posttest and course application 0	
14	CRM exercise 0		Check-out		Closing remarks	
	Faculty meeting		Faculty meeting		Faculty meeting	
	0					
15						
16						
17						
18						

PRELIMINARY PLANNING OF FACULTY AND NUMBER OF OWN / EXTERNAL COURSE PARTICIPANTS

To comprise the correct competence, and have enough extra capacity for the course to be held if someone is absent at short notice:

- The faculty should have *preliminarily* agreed to participate in the course.
- At least one member of the faculty should have been involved in running a previous TAASK Masterclass.
- First-time members of the faculty should preferably have attended TAASK Masterclass as participants.
- At least one member of the faculty must work at a different center to where the course is being held.
- Five members of the faculty should be 'TAASK facilitators'[†]
- Three members of the faculty should be able to run the technical side of simulations i.e. preparation and programming of the mannequin.
- At least one of the course coordinators, and one of the TAASK Facilitators in each team should have at least 3 years' experience as a specialist anesthesiologist: there must be a specialist member of the faculty present in each debriefing.
- External facilitators are to be paid by the host department, for four full days of work on their usual salaries, or that which they would have been paid as a local facilitator, whichever is greater.

Provide names and details of the planned faculty. This is often done more than a year in advance so is preliminary: a more definitive confirmation of the faculty is done for the following half calendar year in April and September, and then again three months before the course.

FINANCIALLY RESPONSIBLE MANAGER (NOT NECESSARILY DIRECTLY INVOLVED IN RUNNING THE COURSE)

Position	Place of work	Email	Phone	Phone

COURSE COORDINATORS[‡] (1-2 PERSONS)

	Name	Position	Place of work	Email	Phone
Main course coordinator					
Course coordinator 2					

SIMULATION TEAM 1 (3-4 PERSONS)

	Name	Position	Place of work	Email	Phone
TAASK-Facilitator 1, (= 'Team leader')					
Simulation technician [#]					
TAASK-Facilitator 2 [*]					
Facilitator under introduction					

SIMULATION TEAM 2 (3-4 PERSONS)

	Name	Position	Place of work	Email	Phone
TAASK-Facilitator 1, (= 'Team leader')					
Simulation technician [#]					
TAASK-Facilitator 2 [*]					
Facilitator under introduction					

[†] Definition of a 'TAASK Facilitator': 1. attended an course approved by TAASK, in simulation technique including debriefing. This includes but is not limited to: DIMS/CAMES1 and EUSim, CAMST's simulation-instructor course. 2. Attended TAASK Masterclass as a participant or facilitator under introduction (preferably both). 3. Experience of full-scale simulation. A TAASK Facilitator can be an anesthesiologist or nurse anesthetist.

[‡] One of the course coordinators, (often also called 'course leaders') should be an experienced anesthesiologist. The main course coordinator, who may be a trainee, must have enough time to organize the course in detail using the planning instrument provided by TAASK in BaseCamp: confirm bookings, plan equipment, arrange refreshments, solve organizational and practical problems that may occur etc. etc..

[#] Some simulation centers provide a simulation technician, in which case the name of this person does not have to be provided in this document. Write e.g. 'provided by venue'."

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MINIMUM SPECIFICATION OF COURSE VENUE AND EQUIPMENT

The course coordinator is responsible for booking a suitable venue and arranging equipment.

VENUE

- Two simulation rooms with adult-sized mannequins where full-scale simulation with anesthetic machines can be run. TAASK cases take place in operating rooms, PACU and the emergency department.
- On some courses, a child-sized mannequin (around 30kg) may be used.
- At least 3 syringe-drivers and one infusion pump in each room.
- Separate rooms for debriefing (allows rigging during debriefing).
- Room for group discussion/lecture (28-30 people). May be used for debriefing if necessary.
- Room for faculty meetings including lunch meetings.
- Wifi so that TAASK iPads can be connected to internet.
- Computer with internet connection and access to printer.
- Two rooms for airway workshops – one “wet lab” and one “dry lab” for videolaryngoscopy/fiberscopy.

MINIMUM SIMULATION EQUIPMENT:

- **Equipment boxes**[§] containing ‘basic equipment’ according to laminated lists of content, which can be ordered on www.taask.nu. The boxes can be prepared well in advance of courses and be saved between them.
- Videolaryngoscope, at least one per simulation room.
- Fiberscope
- Difficult airway equipment – one set per simulation room - according to content list for equipment box.
- 2 defibrillators.
- Ultrasound simulator, for example Awesome Ultrasound Simulator® app on two iPads.
- Drugs according to TAASK box content-lists (available to order on www.taask.nu.)
- 2 operating tables, one of which can be used for lithotomy positioning, 2 trolleys for PACU / ED / prone positioning.
- Simulated blood, plasma, platelets.

INVOLVEMENT OF INDUSTRY REPRESENTATIVES IN AIRWAY WORKSHOP

TAASK Masterclass may not be sponsored in its entirety by representatives from industry, but support is allowed and welcomed in the following:

Courses generally need to borrow some equipment from industry, for example anesthesia workstations, airway equipment, defibrillators. If this is done without charge to the course, the company lending equipment to the course should be acknowledged in the welcome letter to participants, and during the course’s introductory presentation.

Representatives from industry are also welcome to pay a fee for taking part in the airway workshop that is part of TAASK Masterclass. The workshop is run by members of the faculty according to the plan that is openly available at www.taask.nu. The workshop is a teaching session involving a number of generic basic skills including use of videolaryngoscope, fiberscope and surgical airway which can be done using various manufacturers’ equipment. Industry representatives have the opportunity to participate in demonstrating their equipment in context, but it is important to stress that the workshop is not intended to be an advertising session.

[§] Suitable equipment boxes can be acquired for example from IKEA (50x39x41 cm and 50x39x26 cm).

PRINTED MATERIAL IS ORDERED AND PAID FOR BY COURSE ORGANIZER DIRECTLY FROM TAASKS WEBSHOP

In addition to the purchasing a course licence, the following material should be ordered from TAASK's webshop (www.taask.nu). A

- **A6 Notebooks**, 1 per course participant.
- **Pens**, 1 per participant
- **Door signs (laminated)**. Should be saved between courses until the next time they are revised.
- **Laminated lists for equipment boxes**, which are saved between courses and replaced only when the lists are revised (once every 2 years).
- **Team piqué-shirts** for the faculty. Either a shirt in the correct size is ordered to each member of the faculty, or the course organizer keeps a store of various sizes.
- **Bibs** for all course participants, in case the course is held in-situ at a center where actual clinical work is run alongside TAASK Masterclass.
- **Observer instruction cards** – 3 sets.
- **Airway algorithms** –SFAIs algorithm is available from www.taask.nu, outside Sweden the course coordinator is responsible for deciding which algorithm is to be used.
- **2 symbolic prizes** for the winner of the post-test and the winner of the stair-challenge are required. May be ordered from www.taask.nu, but any other small prize e.g. consumable or local souvenir, is suitable.
- **WHO Checklist for Safe Surgery** (outside Sweden): one to be displayed on wall in each simulation room, one in each debriefing room.
- In Sweden, **LÖFs Checklista 2.0** is recommended instead of WHO's Checklist for Safe Surgery, ordered from LÖF by sending an email to pelle.gustafson@lof.se.
- **Checklist manual**: in Sweden, SFAIs checklistmanual: Anestesiologiska Akutsituationer is ordered from www.taask.nu or www.sfai.se. Each course participant should have their own copy. Outside Sweden, the course coordinator is responsible for deciding which checklists are to be used in training, and to inform and provide course participants with these in the 'welcome letter' sent 3 months before the course. The checklists must be in the same language that the course is being held in.

REFRESHMENTS AND SOCIAL EVENTS

Two social events are usually held during a TAASK Masterclass. They are not compulsory for faculty or participants but are usually well-appreciated:

1. **Course dinner** must be arranged on course's first evening.
 - The course coordinator decides whether to include the dinner as part of the course, or to require that course participants themselves pay to participate on the day.
 - It is a requirement that all faculty and participants are invited.
 - Booking is done by the course coordinator
 - Participants sign up to the dinner when they register for the course but may change their mind by contacting the TAASK secretariat until two weeks before the course.
2. **Faculty dinner**. Informally arranged by course coordinator on day of choice. May be provided by course or paid for by the faculty members themselves.

LICENSE TO HOLD COURSE, REGISTRATION, SVPORTAL, COURSE ECONOMY, NUMBER OF COURSE PLACES, STAND-BY COURSE PLACES.

The course plan, simulation instructions and lectures have been developed, tried and tested over many years are protected by copyright, as is the TAASK brand. Instructions for simulations can only be accessed through the SVPortal. Licence fees contribute to the continued development of the course.

The course must be held according to the TAASK Masterclass course plan and the course organizer bears financial responsibility for the course budget.

A conditional license to hold the course is issued by TAASK once this document has been submitted, course dates agreed and the course organizer ordered the printed course material from www.taask.nu .

All course participants and faculty register by applying on the SVPortal, which is the Swedish Society of Anaesthesia and Intensive Care's course portal. The course book for participants to read, timetable, pretest, course evaluation and certificates are available through the SVPortal. Faculty have access to simulation plans through the SVPortal.

The course organizer decides how many places are to be made available for paying course participants and how many will be given to non-paying participants.

At least ¼ of the the course places should be for paying participants since these fund the TAASK license fee (see below).

The TAASK secretariat confirms places for paying participants on a first-come, first-served basis.

The local course coordinator confirms places for non-paying participants in the SVPortal.

SFAI Verksamheter AB sends invoices to paying course participants at the end of the course.

The TAASK cancellation policy applies to participants who register but consequently cannot attend the course. The TAASK secretariat attempts to fill any empty course places with reserve course participants (paying) or standby participants from previous courses (non-paying).

Licence fee: ¼ of the total number of planned course places are assigned to paying course participants whose fee is paid to TAASK by SFAI Verksamheter AB. No additional fee is paid to TAASK.

Income from additional paying course participants is made available to the course organizer** and may be paid out to the host clinic, used to buy course material or pay the course faculty.

In case ¼ of the course places are not filled by paying participants, TAASK AB may invoice the course organizer for the loss of income incurred.

** Minus SFAI Verksamheter AB's administration costs, which are presently 6%.

THE LICENSE FEE INCLUDES:

Use during the course week of 8 preinstalled iPads for the faculty.

Organisational support from the TAASK secretariat including use of our BaseCamp planning function. TAASKs secretariat looks after communication with paying course participants.

Access to TAASK: Prevent and Manage Crises in Anesthesiology for faculty and course participants, via the SVPortal, before and 4 weeks after the course^{††}.

Course plan and license to use simulation plans, which are made available to the course faculty 14 weeks before the course.

Electronic pretest and certificates.

Name tags for the faculty and course participants.

Help with advertizing – the course will be advertised on www.taask.nu via the SVPortal and in the SFAI journal. TAASKs secretariat will do their best to advertise your course as widely as possible. The local course organizer is free to, and expected to advertize the course within their own network and in any other channels that they can imagine.

A4, A5 and A6 templates for course adverts/flyers are available from kansli@taask.nu .

THE LICENSE FEE DOES NOT INCLUDE:

Printed course material – see above.

Postage and packaging if the iPads need to be sent to the course center.

RESPONSIBILITY FOR COURSE FACULTY'S PAY AND COSTS, REFRESHMENTS AND EVENTUAL FEES FOR VENUE AND SIMULATION EQUIPMENT.

The course organizer ensures that the faculty receive their normal salary, or equivalent pay. External members of the faculty must be paid and their travel expenses covered by the course.

The course-organizer arranges refreshments during the course. Even if lunch is not included in the course fee, the course organizer should ensure that course participants can reasonably purchase lunch themselves, and have somewhere to eat it.

Course dinner / social event – see above.

^{††} The book is available for purchase, both in printed and electronic format, at www.taask.nu .

PLANNING OF COURSE FEE AND NUMBERS OF PAYING AND NON-PAYING PARTICIPANTS

MUST BE FILLED IN BY COURSE COORDINATOR SO THAT COURSE DATES CAN BE CONFIRMED AND COURSE ADVERTISED ON WWW.TAASK.NU / SVPORTAL.

The course fee for anesthetists should be the same as for the ATLS course, and half of this for nurse anesthetist / anesthetic technicians.:

<u>Category</u>	<u>Course fee for paying participants (excl. VAT)</u>
<u>Anesthesiologist (trainee or specialist)</u>	
<u>Anesthetic nurse or anesthetic technician</u>	

The course organizer specifies how many places are for paying participants and how many for non-paying participants. These numbers may be changed, provided that paying participants with confirmed places are not cancelled.

<u>Category</u>	<u>Total number of places on the course</u>	<u>Number of places for paying participants</u>	<u>Number of places for non-paying participants</u>
<u>Anesthesiologist (trainee or specialist)</u>	12		
<u>Anesthetic nurse or anesthetic technician</u>	6		

We would like TAASK to approve our course dates and advertise TAASK Masterclass at our center on SVPortalen.

Course coordinator

Financially responsible manager

WHAT HAPPENS NEXT?

This document should be signed and sent by email to kansli@taask.nu, who will contact you.

Provided that the course dates work and we agree to hold the course, you will be asked to order the course material from www.taask.nu. Following this, the course will be advertised on www.taask.nu and course participants will be able to register.

We will invite the course coordinator to a BaseCamp project where there is a checklist over the course planning before your course, including deadlines for confirming faculty, proformas for communication with course participants, access to faculty material in the SVPortal etc.

We will also invite the course-coordinator to Zoom meetins with the TAASK Secretariat: (i) soon, (ii) 12 weeks before the course and (iii) 2 weeks before the course.

We look forward to helping you run TAASK Masterclass!

Owain Thomas, TAASK; Hilda Ståhl, projekt manager, TAASK Kansli, MKON.