## APPENDIX 3: SAMPLE PRE-BRIEFING SCRIPT AND INSTRUCTIONS

Pre-briefing script Simulation-Based Mock-up Evaluation of

 [*INSERT ROOM NAME*] Date:

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| **Welcome Participants** [*Provide the same instructions for each scenario enactment*] |
| *Thank-you* | Thank you for taking part in the [*insert room name*] simulation-based mock-up evaluation. Your participation in the mock-up evaluation will help inform the design of this room.  |
| *Safety briefing* | *[insert safety briefing information as applicable to both the mock-up room as well as the site where the mock-up is located. This will include site safety rules, known hazards such as tripping hazards from electrical cords, evacuation arrangement, locations of drinking water and sanitary facilities. If the mock-up is located within a construction site, this information may be presented by site management.]* |
| *Introductions* | I would like everyone to introduce themselves.  |
| *Schedule* | You should have received a schedule and questionnaire upon arrival. Please return the completed questionnaire before you leave.  |
| **Consent forms** |
|  | I hope everyone has reviewed and signed consent forms. As previously explained, one consent form shows that you give your permission to participate; the other form says that you agree to permit evaluators to take photos and videos during the scenario enactments and share them with [*list all uses*] to best communicate specific room design issues and recommendations. If you have not signed the consent forms, please come see me. These consent forms must be signed before anyone can participate. |

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| **Study Instructions** |
| *Background*  | The purpose of this simulation-based mock-up evaluation is to help inform the design of the new [insert room name]. [insert appropriate background information about the room and rationale for the evaluation].  |
| *Scenarios* | As part of this evaluation, you will be asked to participate in a number of scenario enactments that are expected to commonly occur in this room. The focus of the study is NOT TO EVALUATE YOUR PERFORMANCE but on the adequacy and use of space within the room for the patient and healthcare professionals. Before enacting each scenario, the scenario will be read aloud and participants will be reminded if they miss any of the tasks in the scenario.  |
| *Think aloud* | While enacting the scenario, we ask that you think aloud. When you think aloud, you state out loud what comes to mind as you enact your role. For example, if I was enacting the role of a nurse in the scenario and was hooking up an IV pump that needs to be plugged in, I might say that I need to plug in the pump and that there are no conveniently located electrical outlets. There are no right or wrong comments, so please speak freely. If you forget to state your thoughts out loud, I may occasionally prompt you to continue to do so. |
| *Debrief* | If you forget to mention something during a scenario, you will also be given an opportunity to have a reflective conversation through debriefing at the end of the each scenario. For those involved in the scenario, I will be conducting the debriefing. For those not directly involved in the scenario, [insert name of debriefing facilitator] will be conducting the debriefing session.  |
| *Questions* | Before we start with the scenario enactments, does anyone have any questions?  |
| *Thanks* | Once again, I’d like to thank each one of you and next we will discuss the scenario which will be enacted. |