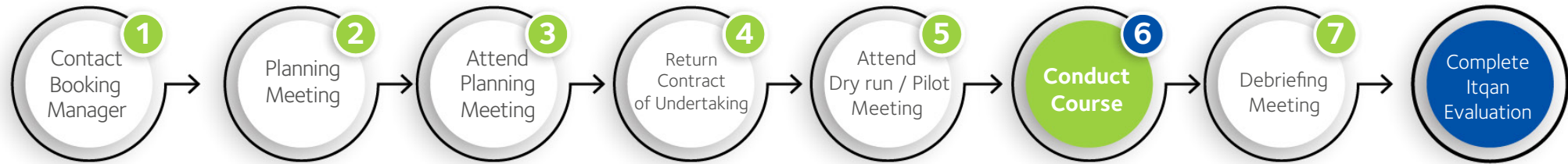


ITQAN BOOKING PROCESS FOR COURSES

إتقان
Itqan

مركز تطوير المهارات الإكلينيكية والإبداع
Clinical Simulation and Innovation Center



Itqan@hamad.qa
or, Call 40265016

Complete Planning Questionnaire

Send draft agenda to Booking Manager

Review documents in the Organizer Course Planning Information Folder

Schedule Planning Meeting with Booking Manager, Educator, and Simulation Operations Specialist

The purpose of the meeting is to review scope of course, educational and operational needs, ensure use of standards of best practice for simulation and verify equipment and supply needs

Simulation-specific educational or training needs for facilitators will be identified and resources offered

Site visit will be added if new user of Itqan

Requested dates will be confirmed only after receipt

If the contract is not received within 10 business days of the Planning Meeting, the booking request will be closed.

Attend dry run/pilot no later than 5 days prior to the course

The purpose of this meeting is to ensure the course is set-up and planned to meet the learning objectives

Failure to attend this dry run may result in cancellation of the course

Schedule Debriefing Meeting with Educator and Simulation Operations Specialists within 5 days of course completion

The purpose of this meeting is to identify what went well with the planning and implementation of the course and what could be improved