



ACAPT SIMULATION LIBRARY PEER REVIEW PROCESS AND PEER REVIEWER RECOMMENDATIONS

What does the process of a peer review for the ACAPT Simulation Library look like?

- Author submits scenario via ACAPT website; appropriate ACAPT staff member or Simulation Library Chair is notified and assigns to two (2) qualified reviewers with the help of Library Committee Chair
- Two reviewers are given one (1) week to accept or decline assignment
- Once two reviewers have accepted, reviewers have 30 days to complete the rubric and provide feedback to the author
- Once both reviews are complete, submission is sent back to the author with completed rubric forms and comments. Author has 45 days to complete edits for re-submission. The re-submission will be submitted to the website via the original mechanism.
- Reviewers have 30 days following author's revised submission to make a final decision.
- If approved for publication, will complete a final review of the submission for accurate categorization, title, etc. related to search terms for the database.

How many individuals will be assigned to a peer review?

Two individuals will be assigned to each peer review. Individuals must qualify, per the criteria below. Every effort will be made to assign one novice reviewer with an experienced reviewer for balance and training. Additionally, reasonable effort will be made to assign at least one content expert with expertise in the practice area to the review. However, prior to submission, authors should have content experts review the simulation scenario for clinical accuracy and relevance.

Who qualifies as a peer reviewer? What training is required?

Individuals may qualify as a peer reviewer if they meet the following criteria:

- Have 2+ years participating in simulation (can be clinical or academic) AND
- Must show at least one example of attendance/participation in continuing education or professional development specific to simulation (Continuing education, SIPTEC webinar participation, etc.)

Upon meeting the criteria to become a reviewer, all prospective reviewers must complete the following and provide a statement attesting to the completion of such before officially reviewing a scenario:

- Review the INACSL Healthcare Simulation Standards of Best Practice
- View the SIPTEC "Simulation 101" Webinar
- View the SIPTEC Simulation Scenario Template Tutorial

How will the reviewers manage clinical accuracy of the simulations?

Clinical accuracy of a simulation will not be reviewed, as we cannot guarantee clinical expertise or clinical relevance of the simulation scenario. Simulation scenarios will only be reviewed to ensure the simulation meets the standards of best practice for simulation design. Faculty utilizing a clinical scenario are advised to do so at their own risk and are advised to verify clinical accuracy with clinical faculty or partners.