

Attachment 2: Complete overview of all professional activities

Thematic domain	Professional activity	Tasks included	Knowledge/skills/attitudes competencies	SPE	SCO	COM	COL	ADV	MAN	PRO	VIS
Building, maintaining, and administering the SP program	Define and articulate Purpose	* Develop, update, and disseminate mission and vision statements, as well as program objectives	Leadership Educational design Change management	x						x	x
	Create, update, and disseminate informational materials	* Develop materials outlining the role profile and requirements for SPs * Document the general conditions of SP work (rights, duties, boundaries, conflicts of interest) * Record the formal conditions of SP engagement (contractual terms, confidentiality, remuneration, risks)	Legal standards	x					x		
	Recruit SPs	* Recruit applicants * Define selection criteria (considering diversity, equity, and inclusion) * Prepare and conduct the casting session * Make selection decisions and provide feedback to applicants on the outcome * Take medical history and/or conduct a physical examination (or have it conducted) * Record selected SPs in the database	Event logistics basic clinical skills Assessment Small group didactics Feedback skills	x		x		x		x	
	Convey general information and skills	* Clarify the SP's role as a facilitator in teaching * Explain the differences between various didactic formats and their comparison with stage performance * Teach basic skills in acting and providing feedback * Explain the curriculum and professional culture	Small group didactics Drama-based teaching methods Feedback skills Professional culture	x	x	x					
	Actively maintain relationships with SPs	* Support SPs formally and informally (trust-building measures, availability for concerns) * Provide SP-specific events (e.g., annual meetings) and communication channels (e.g., newsletter) * Welcome SPs to the program and see them off when leaving	Leadership Feedback skills			x			x	x	
	Assign SPs to third parties	* Ensure that third parties uphold the minimum standards of the SP methodology * Clarify legal and administrative details * Forward requests to SPs after weighing interest and in compliance with data protection regulations	Data privacy Legal standards Duty of care				x	x	x	x	
	Manage finances	* Acquire resources, plan the budget, and negotiate fair SP remuneration * Initiate and oversee SP compensation procedures	Accounting Budget planning						x		
	Oversee administrative processes	* Publish data protection regulations (SPs) * Manage contracts (e.g., SPs, team members, third parties) * Clarify tax regulations (e.g., VAT, flat rates) * Archive consent forms and confidentiality agreements	Data privacy Legal standards Tax regulations Duty of care					x	x	x	
	Build and maintain database	* * Collect, update, and, if necessary, delete data regarding contact information, payment details, health information, critical incidents, contracts, assignments, and payment processing	Data processing Data privacy					x	x	x	

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Developing scenarios	Formulate learning objectives	* Formulate level-appropriate learning objectives, if applicable in collaboration with subject matter experts	Didactics		x		x				
	Develop role scripts	* Write or develop role scripts, if applicable in collaboration with subject matter experts and depending on the format; include elements as needed (e.g., task description, dramaturgy, narrative, props) * Ensure that the role portrayed is plausible and realistic, applying a diversity-sensitive approach * Define requirements for allocating SP * Verify the dramatic and practical feasibility * Determine the degree to which the role is to be standardized or open to interpretation	Didactics drama Pedagogy simulation Methodology	x	x		x				x
	Develop assessment criteria	* Develop feedback criteria and/or checklist items or global rating scales, as appropriate for the format and, if applicable, in collaboration with the team * Integrate available technical solutions (software and hardware)	Didactics Assessment communication models Digital literacy Basic clinical skills	x	x		x				x
	Maintain case database	Organize and archive cases/scenarios and related materials	Data processing						x		
	Produce educational videos	* Provide consultation in developing the script * Produce educational videos, if applicable in collaboration with the team	Media production Didactics	x			x		x		

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Training SP	Conduct SP training	*Convey the contextual conditions of the event *Clarify the factual aspects of the role *Develop the role (including appearance, character, expression), proceeding in a diversity-sensitive manner *Define the scope for improvisation *Teach and train the implementation of instructions/directions *Communicate learning objectives / checklist items as needed *Rehearse the use of props, moulages, and makeup *Explain examinations or procedures *Practice the role with different character types of conversation partners *Allow SPs, if applicable, to take on the learners' perspective for role reversal *Have the SP perform the role in a trial run * *Assess whether the SP can perform the role authentically and, if applicable, standardized, and take appropriate actions	Small-group didactics Drama didactics Feedback skills	x					x		
	Follow-up on SP training	*Refer questions to case authors *Adjust case documents * *Provide corresponding feedback/information to SPs	Project management	x		x		x		x	
	Train for Standardization	*Prepare multiple SPs together for the same role *Standardize role performance, if applicable using videos *Identify and reconcile differences in performance * *Train SPs on specific assessment instruments, if needed	Small-group didactics Drama didactics feedback skills	x			x		x		
	Convey feedback techniques and rules	*Facilitate SPs in developing their attitude toward giving feedback * *Prepare feedback rules and concepts	Small-group didactics Feedback skills	x		x					
	Conduct feedback training	*Convey the relevance of specific learning objectives *Teach dialogic feedback, if applicable *Teach and provide appreciative, constructive, and clearly formulated feedback *Train SPs on specific feedback instruments, if needed * *Assess whether the SP feedback meets quality standards and take appropriate actions	Small-group didactics Feedback skills Open-mindedness project management		x	x				x	
	Convey communication models and theories	*Teach communication models to underpin role-portrayal and feedback training * *Teach communication theories to underpin feedback training	Small-group didactics Feedback skills Communication models		x	x				x	
	Conduct SP training	*Convey the contextual conditions of the event *Clarify the factual aspects of the role *Develop the role (including appearance, character, expression), proceeding in a diversity-sensitive manner *Define the scope for improvisation *Teach and train the implementation of instructions/directions *Communicate learning objectives / checklist items as needed *Rehearse the use of props, moulages, and makeup *Explain examinations or procedures *Practice the role with different character types of conversation partners *Allow SPs, if applicable, to take on the learners' perspective for role reversal *Have the SP perform the role in a trial run * *Assess whether the SP can perform the role authentically and, if applicable, standardized, and take appropriate actions	Small-group didactics Drama didactics Feedback skills		x	x				x	

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Preparing, delivering and debriefing simulation-based activities	Administer the event	* Coordinate session frameworks and workflows with relevant parties * Create, populate, and process datasets for event administration * Book rooms, if applicable * Plan personnel resources, if applicable	Data processing Ressource management Event logistics			x	x		x		
	Plan SP assignments	* Plan SP assignments to minimize travel and transitions * Make assignments attractive for SPs (effort vs. remuneration) * Ensure safe role allocation for SPs (e.g., SP health, expected emotional/physical strain, age) * Ensure safe conditions during assignments (duration, breaks) * Request SPs for specific roles * Send assignment confirmations (including dates and locations) * Plan for absences and last-minute replacements	Data processing Ressource management Duty of care Event logistics	x				x	x		
	Plan and order materials	* Order equipment (simulators, consumables) * Plan, produce, or order moulages	Material and inventory logistics Basic knowledge of make-up artistry/prosthetics	x					x		
	Prepare the event	* Provide teaching and learning materials * Set up rooms * Prepare materials * Convey content-related information to SPs and, if applicable, to instructors and subject matter experts * Oversee or perform SP makeup and prepare/check models, simulators, and props * Facilitate a final dry-run of the scenario at the beginning of the activity, if needed * Ensure a safe working environment * Serve as a point of contact for SPs	Facility management Basic knowledge of make-up artistry/prosthetics Event logistics	x			x	x	x		
	Manage problems during implementation	* Manage last-minute SP absences (reassign, train replacements) * Handle defects in (hybrid) models or simulators * Manage conflicts * Serve as a point of contact for SPs	Conflict management Leadership event logistics Basic knowledge of simulators	x		x			x	x	
	Conduct debriefing	* Conduct the session debriefing * Support SPs in de-roling, and, if needed, help manage and process potentially stressful emotions	Feedback skills Coaching/supervision	x		x		x		x	

Thematic domain	Professional activity	Tasks included	Knowledge/skills/attitudes competencies	SPE	SCO	COM	COL	ADV	MAN	PRO	VIS
Assuring quality	Monitor quality	* Monitor, assess, and document SP performance in role portrayal and feedback using methods such as observation, evaluation, and video analysis * Solicit feedback on one's own work as an SP expert and on the SP program through 360° feedback mechanisms	Feedback skills Open-mindedness Reflective competence Quality management	x	x			x			x
	Further develop quality	* Analyze quality control data to identify errors and areas for improvement * Adapt or redesign work processes and products (e.g., scripts, methodologies, events) based on findings * Facilitate continuing education and professional development for SPs	Open-mindedness Change Management Quality Management	x		x				x	
	Conduct faculty development	* Conduct faculty development on the meaningful application of the SP methodology ("SP license") * Conduct examiner trainings * Supervise and provide feedback to instructors and examiners * Evaluate and/or seek certification for the SP program	Small-group didactics Feedback skills Assessment evaluation	x						x	x
	Conduct curriculum development	* Identify and address curricular gaps where the SP methodology could be effectively applied * Identify existing courses or sessions that could benefit didactically from SP methodology and support their modernization	Curriculum planning	x	x	x				x	
	Further develop the SP methodology	* Conduct and publish scientific studies * Publish project reports on innovative applications of the SP methodology	Research literacy Project management	x	x						x
	Participate in continuing education and training	* Participate in internal and external trainings, workshops, and professional conferences * Attend practical workshops to enhance skills	Research literacy	x	x						x
	Monitor quality	* Monitor, assess, and document SP performance in role portrayal and feedback using methods such as observation, evaluation, and video analysis * Solicit feedback on one's own work as an SP expert and on the SP program through 360° feedback mechanisms	Feedback skills Open-mindedness Reflective competence Quality management	x	x						x
Developing professional identity and skills	Self-development and self-care	* Continuously develop professional skills and competencies as an SP Educator * Manage personal well-being, time, and workload effectively	Reflective competence Introspection		x			x	x		
	Team management and career development	* Ensure adequate personnel resources are available to support the SP program's activities * Ensure that tasks can be completed efficiently and effectively within the team * Engage with a career mentor and provide mentorship to others	Mentoring Project management Leadership			x	x		x		
	Maintain collaborations	* Engage in networking and collaborative activities within committees and working groups (community of practice) * Foster interprofessional and interdisciplinary collaboration at faculty, national, and international levels	Networking	x		x	x				
	Conduct research projects	* Secure and allocate resources * Conceptualize, execute, and publish projects and studies, individually or collaboratively	Research literacy Project management	x	x		x				x
	Design and implement public relations activities	* Develop targeted content and utilize appropriate communication channels or events to represent and promote the SP program externally	Media literacy Science communication	x		x	x				