

Guidelines for Implementing the Regional Interprofessional Poverty Simulation

I. Roles and Responsibilities

1. MassHire Hampden County Workforce Board

- Snacks
- Gift cards
- Volunteers Recruitment/RSVPs

2. Host

- Secure and reassemble kit (verify all pieces are included). The host will need assistance from the coordinator and facilitators
- Secure venue that can accommodate the simulation set-up
- Parking accommodations and instructions for volunteers and participants
- Responsible for setting up venue (set-up takes approximately 2 hours)
- Communicate restrictions (if applicable)
- Works closely with the coordinator

3. Coordinator

- Work with host & facilitators
- Responsible for family assignments
- Need participant list by a specific deadline (*5 days before the event*)

4. Facilitator(s)

- Oversee and give instructions on the day of the simulation
- Lead de-brief sessions
- Help with the venue set-up

5. Participants

- The program is very prescriptive, so participants must show up.
- Institutions with students participating in the program must have at least one faculty in attendance, more if possible.

6. Others

- Volunteers (attends pre-brief and debrief)

7. Volunteers

- 15 volunteers/event
- \$50.00 stipend/volunteer