



INACSL International Community of Practice (ICoP)

PURPOSE

The International Community of Practice (ICoP) serves as INACSL’s collaborative hub for the global simulation community, with a mission to foster collaboration, inclusivity, and sustainability. Its purpose is to create a shared space where educators, researchers, and practitioners worldwide can connect, exchange expertise, and advance the use of healthcare simulation. This policy formally establishes the ICoP as the successor to the International Affairs Committee, strengthening collaboration, engagement, and operational efficiency among INACSL’s international members.

OVERVIEW

The International Community of Practice (ICoP) functions as INACSL’s central hub for international networking and collaboration in healthcare simulation. It provides members with practical opportunities to:

- Build global connections with colleagues who share an interest in simulation.
- Collaborate on outreach and research projects that promote innovation and international impact.
- Develop and refine ideas for dissemination by INACSL, particularly those aligned with the *Healthcare Simulation Standards of Best Practice*®.
- Support new initiatives, partnerships, and Regional Interest Group (RIG) development.
- Foster sustained engagement, knowledge exchange, and pathways for international membership expansion.

Through these activities, the ICoP strengthens the collective voice of simulation professionals worldwide and advances the quality, reach, and impact of simulation in healthcare education and practice.

GUIDELINES

Conflict of Interest

- ICoP is a non-revenue-generating entity of INACSL.
- INACSL does not budget monetary support for ICoP activities or initiatives.
- ICoP may not create, promote, or support activities or products that conflict with INACSL’s mission, activities, or products.
- It is not the role of the ICoP to promote vendors and products. It should stay neutral in promotion.
- ICoP must obtain INACSL Board of Directors approval before collaborating with non-member experts or external organizations in any capacity, including sponsorships, research partnerships, endorsements, or any activity that could imply INACSL affiliation. All requests should be sent to ICoP@inacsl.org for review and approval.
- ICoP will follow the same submission procedures as the general public for INACSL conference abstracts and journal publications.
- All material created by a ICoP are the sole property of INACSL and are not to be used for any personal projects unless written permission has been obtained. Examples of materials may include programs, writing projects, agenda and minutes, annual reports, etc.

ROLES & RESPONSIBILITIES:

Membership

All ICoP members are expected to uphold the INACSL Bylaws. The following guidelines outline the leadership structure and membership expectations for the ICoP:

- The ICoP has a Facilitator chosen through an informal nomination process as the lead of the group approved by the INACSL Board of Directors (BOD).
- The ICoP also has an assigned staff contact and a BOD-appointed liaison, unless otherwise noted.
- There is no membership minimum or limit for the ICoP.
- ICOP is open to both INACSL members and non-members. It welcomes people from across the globe who want to network with other simulationists throughout the world.

Facilitator Responsibilities

The Facilitator provides leadership and coordination for ICoP.

The Facilitator performs the following duties:

- Serves a one-year term.
- Presides over meetings (or designates a moderator).
- Develops and distributing meeting agendas.
- Determines meeting schedules, cancellations, and unscheduled sessions; coordinates changes with INACSL staff.
- Send invitations (or delegating to AMC) and ensures timely communication to members.
- Records and distributes meeting notes.
- Submits monthly minutes to the Board Liaison using the approved template.
- Delegates tasks to the Co-Facilitator and members.
- Collaborates with and mentors the Co-Facilitator for succession.

Co-Facilitator Responsibilities

The Co-Facilitator supports the ICoP by:

- Serving a one-year term and then automatically assumes the role of Facilitator for the subsequent one-year term.
- Presiding over meetings in the Facilitator's absence.
- Assisting with tasks as delegated by the Facilitator.
- Learning Facilitator's responsibilities to ensure smooth succession.
- Assuming the role of Facilitator following the Co-Facilitator's term.

Board Liaison Responsibilities

The Board Liaison supports the ICoP by:

- Reporting ICoP activities and updates to the INACSL Board of Directors.
- Providing guidance, non-financial resources, and organizational alignment as needed.

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Next Review:

- Supports the Regional Interest Groups on behalf of the INACSL Board of Directors.

Member Responsibilities

Members perform the following duties:

ICoP members contribute to the success of the community by:

- Actively participating in meetings.
- Engaging in ICoP initiatives and projects.
- Promoting ICoP activities within INACSL and Regional Interest Groups (RIGs).

Association Management Company (AMC) Staff Responsibilities

The Association Management Company (AMC) performs the following duties:

- Provides access to and training for an internal online discussion board and file sharing platform.
- Hosts leadership meetings and orientations.
- Provides available INACSL resources as requested.
- Provides general marketing for ICoP, as well as marketing for ICoP-specific initiatives and recruitment as needed.
- Maintains the roster of ICoP members.
- Sends electronic invitations to meetings if requested by the ICoP chair.
- Communicates roster changes to chair of ICoP.

Operations

Structure and Governance

- The ICoP will function outside of the formal standing committee structure.
- It will be anchored by shared passion for healthcare simulation rather than formalized charges.
- Leadership includes a Facilitator and a Board Liaison, supported by designated INACSL staff.
- Communication and collaboration will be facilitated through shared digital resources.

ICoP is encouraged to hold monthly virtual meetings.

- Members will collaborate through virtual platforms to share experiences, resources, and best practices.
- Key initiatives may include promoting operationalization of the Healthcare Simulation Standards of Best Practice™ in diverse international contexts.
- Activities will evolve based on community needs and interests, guided by member input and collaboration.

ICoP must maintain an ongoing Activities Report (provided by INACSL headquarters) detailing activities and accomplishments, which will be reviewed by INACSL annually in May. This document should include:

- List of members and Facilitator position
- Meeting records
- Annual activities and key achievements
- Initiatives aligned with INACSL strategic priorities
- Barriers or challenges impacting ICoP success

This policy shall be reviewed by the Governance Committee every two years.

BOD Approved:
Next Review: