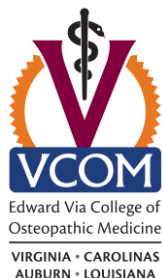


Position Description



Job Title: Director of Standardized Patient Program	
Department: Simulation Center	Date: January 2023
FLSA: Exempt	Work Location: Carolinas Campus
Employee Category: Teaching/Research Faculty	Work Schedule: Mon. – Fri. 8:00 am-5:00 pm (possible evenings and/or weekend to accommodate Clinical Procedural Skills educational program)
Reports to: Associate Dean for Center of Simulation and Educational Technology	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:**

The position provides the oversight of the Simulation and Technology Center’s Standardized Patient program and laboratories and the implementation of the educational programs utilizing the technology within the Center for medical student resident, allied health and physician education.

The position requires administrative and technical expertise in collaboration with the Associate Dean of Simulation and Educational Technology.

The positions prime directive is to functionalize the SP program curriculum with goal of improving measurable participant outcomes. All SP curriculum will have predefined measurable metrics to support the educational return on resource allocation.

The position requires continued participation in educational programs to assure both support and understanding of the skills required to maintain expertise in an evolving standardized patient education in healthcare and to improve the clinical skills of all learners.

The position is a part of an innovative team led by the Associate Dean for Simulation and Technology.

II. **Job Duties:**

The following description of responsibilities includes those listed in the summary and is intended to reflect the major responsibilities and duties in order of importance, but is not intended to describe all duties and responsibilities that are required for the position or that may be assigned from time to time.

1. **Standardized Patient:**

- a. Development of standardized patient simulations that support curriculum and

assessment to primarily support VCOM medical student education, with additional program support for affiliated residency programs and allied health fields.

- b. Work directly in collaboration with the Associate Dean and other members of the Simulation and Technology team in developing, implementing and reviewing Integrated Clinical Case curriculum.
- c. Organize and design instructional materials to support the delivery and assessment for each standardized patient simulation (utilizing medical input from the faculty member assigned to provide the specific medical knowledge according to expertise). Assure each session includes the appropriate goals, objectives, case scenarios, and assessments to support the curriculum.
- d. Create, manage, and organize the various course/scenarios/evaluations/organizations, archived on the Simulation Center's software.
- e. Provide support to the Associate Dean in the development of policies and procedures related to curriculum and assessment for standardized patient simulation education and the maintenance of curricular materials including a method for continued review and updates.
- f. Review and report educational outcomes for all standardized patient simulation activities for the purpose of continuous curricular improvement.
- g. Maintain current knowledge of the state of the art technology to support standardized patient simulation.
- h. Provide Faculty Development sessions for VCOM faculty/staff and affiliated residency program staff as related to standardized patient simulation and education. Provide the coordination of faculty development and planning meetings for the faculty who provide expertise for the simulations. This includes providing training for all faculty and staff who participate in each of the standardized patient simulation sessions.
- i. In the Center, be knowledgeable to provide all software updates, development, integration, management, maintenance, support and user training for all hardware and software associated with the VCOM System.
- j. Organize the maintenance of all data produced to support the education, assessments, and grades related to the standardized patient simulations and for remediations.
- k. Utilize the most current technologies to implement and administer a variety of curriculum and testing modules (ie: pre-lab participation quizzes and post lab evaluation modules).
- l. Maintain all standardized patient simulation curriculum including educational content, objectives, and assessments documents related to all simulation education on the current technology and with the information back-up required to move to technology as it is developed.
- m. Attend national conferences and obtain the most current literature to introduce opportunity for the use of standardized patient simulations into the curriculum.
- n. Recruit, interview, hire, maintain, and manage standardized patient data in SIMULATIONiQ.
- o. Recruit for, maintain, and implement the Clinical Skills Intern Program each year.
- p. Ensure compliance with international and national standards for best practices in Standardized Patient testing and training.
- q. Continuous Quality Improvement through the coordination of relevant staff and

- student feedback for continuous improvement of standardized patient simulation.
- r. Maintain knowledge and skills in the use and operation of standardized patient technologies and share up-to-date publications and resources with peers.
 - s. Collaborate with physicians, staff educators and stakeholders to ensure standardized patient simulation activities are seamlessly embedded in the curriculum.
 - t. Represent VCOM at national and international conferences and related events in standardized patient simulation education.
 - u. Collaborate with the Associate Dean of Simulation and other faculty on the development of patient training scripts and medical cases.
 - v. Collaborate with Humanistic Specialist on development of humanistic evaluations.
 - w. Create a post event survey for medical students to provide feedback on their SP experience.
 - x. Review with Associate Dean student grades, item analysis, faculty and patient inter-rater variability, and student surveys.
 - y. Create, implement, and validate a remediation process for students with deficiencies in the humanistic domain.
 - z. Offer support and training for medical students with difficulties in humanistic skills. As needed review encounter videos with students and provide feedback on their performance.
 - aa. Collaborate in the development of interprofessional experience and provide support in the training of standardized patients for IPE events.

2. Clinical Procedural Skills:

- a. As the Simulation Center works as a “team,” the collaboration with the Clinical Procedural Skills Program Manager is essential for operation. As deemed necessary the Director of Standardized Patient will assist in the development, assessment, and coordination of clinical procedural skills training course sessions that support VCOM students, residents, and other allied health field competency based training.
- b. This is done recognizing the Director of Clinical Procedural Skills will in return provide support to you in organizing and implementing the standardized patient simulations under your direction.
- c. Participate in the review of the Clinical Procedural Skills Course for the purpose of continuous curricular improvement in support VCOM medical student education.
- d. Participate in the annual review and update of the clinical procedural skills syllabus, including the educational objectives and assessments.
- e. Collaborate with Clinical Procedural Skills manager to assist in the administration and review of the program including the pre-lab participation quizzes, skills training and testing, and post lab evaluation modules

3. High Fidelity Manikin Simulation:

- a. As the Simulation Center works as a “team,” the collaboration with the Director of High Fidelity Manikin Simulation is essential for operations. As deemed necessary the Director of Standardized Patient will assist in the development, assessment, and coordination of the High Fidelity Manikin education and testing course sessions that support VCOM students, residents, and other allied health field competency based training.
- b. This is done recognizing the Director of Standardized Patient education will in return provide support to you in organizing and implementing the High Fidelity

Manniquin Simulations.

- c. Participate in the review of the High Fidelity Simulations for the purpose of continuous curricular improvement in support VCOM medical student education.
 - d. Participate in the annual review and update of the High Fidelity Manniquin Program to include the syllabus, educational objectives and assessments.
 - e. Collaborate with Director of High Fidelity Manikan and Virtual based Simulation to assist in the administration and review of your program including the pre-lab participation quizzes, skills training and testing, and post lab evaluation modules.
4. **General Duties:**
- a. Provide overall support to the Center including meeting and greeting clients and visitors, general organization and duties of wide variety of functions.
 - b. Implement and complete Annual Research Project.
 - c. Develop, organize, and update standardized patient simulation center policies and procedures as needed.
 - d. Staff tours and demonstrations of the simulation centers and maintain electronic record.
 - e. Assist in the maintainenance of the asset and stock inventory.
 - f. Perform other duties assigned.

III. **Required Qualifications:**

- Education: Bachelor's Degree in Nursing (BSN) required with a Masters level preferred
- Licensure or certification: N/A
- Experience:
 - Education and experience in the medical field as a Registered Nurse or Bachelors level Paramedic with experience in the clinical setting
 - Proficiency with the Microsoft Office Suite
 - Capabilities to perform video/audio/photo editing
 - Communication and leadership skills
 - Certication by SSH - CHSE and CHSE-A
 - Proficiency in EMS SIMULATIONiQ. (Assessed by the position-holders skills in managing a complete clinical skills curricular build, delivery, and out comes assessment.)
 - Proficiency in the Learning Management System Canvas. (Assessed by the position holder's skills in managing a complete clinical skills curricular build, delivery, and outcomes assessment.)

Skills required for this position include:

- Excellent interpersonal and communications skills
- Excellent presentation of self as a professional including dress, confidential behaviors, and serving as a positive face for the College
- Strong team player

- Commitment to company values
- Must be highly organized and maintain organization in a busy and often chaotic environment.

Preferences are given to candidates who have worked in academic environments.

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel required 10% of time. The noise level in the work environment is usually minimal.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/ staff are expected to dress and behave in a professional manner at work. The VCOM faculty / staff are also expected to as a VCOM employee to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____ Date: _____

President/Provost: _____ Date: _____