



Position Description

Job Title: Associate Dean for Simulation and Technology	
Department: Center for Simulation and Technology	Date: April 2024
FLSA: Exempt	Work Location: Auburn Campus
Employee Category: Administrative Faculty	Work Schedule: As directed in contract
Reports to: Campus Dean	Percent Employment: 100%
Direct Reports: Medical Directors, Director for Manikin-Based Simulation, Director for Standardized Patient, Healthcare Simulation Operations Specialist	

- I. **Job Summary:** Associate Dean of Simulation and Technology will strive to provide a safe, physician driven, learning environment for medical students while promoting humanism and professionalism in medicine, clinical procedural competencies, and critical decision making. The Associate Dean will ensure the department will excel in standardized patient, manikin, and cadaver-based simulations, and will work closely with their partners to ensure the program needs and curriculum standards are met.
- II. **Job Duties:**
1. Directs and oversees the simulation and technology curriculum for OMS I-IV, working closely with Associate Dean counterparts for the Virginia, Carolinas, and Louisiana campuses.
 2. Works closely with the Associate Dean for Clinical Affairs and the Associate Dean for Medical Education to assure the simulation and technology curriculum supports the clinical curriculum.
 3. The Associate Dean is directly responsible for assuring the following (but not limited to):
 - a. Faculty development in simulation including milestone development and measurement associated with simulation.
 - b. Curricular development for simulated cases.
 - c. Assisting the Associate Dean for Medical Education with block planning as it relates to standardized patient and simulation training and testing.
 - d. Assuring student metrics, grading, remediation, and surveys as it relates to supporting the undergraduate medical education program and the graduate medical education programs.
 - e. Assure annual research and scholarly activity projects occur within the Center.
 - f. Assure that the Healthcare Simulation Operations Specialist maintains the asset and stock inventory and works with the Virginia, Carolinas and Louisiana campuses for ordering and maintenance of stock.
 - g. Develop, organize, and submit updates on simulation center policies and procedures as needed.
 - h. Assure staff tours and demonstrations of the simulation center are arranged, and that an electronic record is maintained.

4. Supports the Chair of Family Medicine and oversees the Director of Standardized Patient and PPC staff in all aspects of the standardized patient program:
5. Oversees the administration of the Auburn Campus Simulation Center budget, responsible for all expenditures, fiscal planning, and inventory.
6. Participates in the Clinical Medicine course, providing a minimum of 16, and up to 20 lectures per year.
7. Organize with the Director of Simulation and directly participate in all simulation teaching activities, including cardiopulmonary, ACLS, BDLS, SimPeds, and other programs.
8. Advance graduate medical education and continuing medical education on the Auburn Campus, through simulation and curricular development.
9. Develop and maintain good relationships with local and regional hospital systems that provide core-clinical education and GME programs.
10. Obtain and maintain literacy in the field of Simulated Medicine, competencies, and milestones.
11. Assist with the development and placement of VCOM TV lectures online and/or on Scholar that support the Simulation and SP education.
12. Assure all COCA accreditation standards regarding your area are met, as well as the standards that relate to clinical assessment, milestones, and clinical competencies.
13. Supervise and participate in outreach especially in Alabama including work with students in early clinical experiences.
14. Serve as a grader on small Group Reviews for all Standardized Patient Testing (each block and in the OMS-III year).
15. Be familiar with and adhere to the administrative and academic practices, policies and procedures of the College as set forth in the Faculty Handbook, College Catalog and College Policies Manual.
16. Participate in College service for your time including interviews, College committees, Faculty Development, CME, Promotion Board, Curriculum Oversight, Dean's Council and Missions; and other service to the College as assigned by the Dean.
17. Assure that VCOM remains current with Simulation and Educational Technology policy and trends.
18. Submit an annual Staff & Faculty Activity Report to the Dean.
19. Assure the mission and culture of the college are maintained by assisting in the recruitment of students, faculty and staff that meet the positive values of VCOM.
20. Perform other duties as assigned.

III. **Required Qualifications:**

Education: D.O. or M.D. degree from an accredited osteopathic or other medical school

Licensure or certification: Board certified by the AOBME or ABME in the field of practice or in accordance with the institutional or faculty handbook.

Experience: Minimum of 5 years of experience in the academic medical field

Skills required for this position:

Excellent interpersonal and communications skills

Strong team player

Commitment to company values

Basic computer proficiency

Preferences may be given to applicants who are AOBME Board certified; have prior experience in Simulation and Education Technology; have experience as a Clinical Teaching Faculty or Program Director; or prior experience as a Clinical Chair of a medical school department or division.

The 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. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit; stand (or accommodate for standing); use hands and vision for teaching the osteopathic examination and for teaching / providing treatment.; use office equipment such as computers; speak to large and small groups of individuals for teaching; hear heart sounds, lung sounds and conversation for the purpose of teaching students how to hear and interpret those sounds and for practice; perform moderate telephone and poly-com communication / usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to clinical sites, depending upon the location of the core teaching hospitals.

Work environment: Office, clinical practice, classroom, laboratory, clinical skills teaching environments and clinical sites constitute working environments. Outside travel required is 15% to 20% of time. The noise level in the work environment is usually minimal. The pace of the work requires a rapid pace to synthesize and organize large volumes of material, while includes those required for clinical practice and clinical teaching and prioritizing duties.

This position is classified as exempt, at the Professional level, because it requires the advanced knowledge of a “learned professional” in which to meet the job duty requirements.

Employment with VCOM is “at will”. This means employment is for an indefinite period 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 conflict with or to eliminate or modify, in any way, the “at will” employment status of VCOM employees. Employees under contract with VCOM are subject to the terms of employment stated within the employment contract.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected and VCOM employees, to be a person who obeys 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 other 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 agree 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 of the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Campus Dean: _____ Date: _____

President/Provost: _____ Date: _____