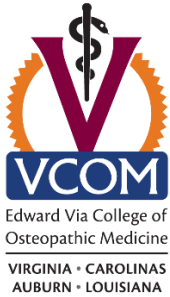


Position Description



Job Title: Assistant Program Director for Simulation	
Department: MHSA - AAP	Date: February 21, 2025
FLSA: Exempt	Work Location: Auburn Campus
Employee Category:	Work Schedule: 8:00-5:00 M-F
Reports to: Program Director, Master of Health Science in Anesthesia Program	Percent Employment: FT 100%
Direct Reports:	

- I. **Job Summary:** Teach all assigned coursework to Anesthesiologist Assistant students, lead the design and oversight of the skills and simulation-based learning activities and actively participate in curriculum development in collaboration with the Dean; develop, teach, monitor, and evaluates courses in the basic science, clinical, and simulation/skills development aspects of the graduate program; act as a resource for professional and community connections for personal and professional development; act as an academic adviser for the students and mentor for the comprehensive examinations; remain current in professional area of interest and participate in professional societies and activities, participate in all assigned, required, as well as other related professional services and activities in the MHSA Program: coordinate the simulation-based learning components of the Program curricula.

II. **Job Duties:**

1. **Teaching:** Serve as Course Director for, and deliver, an innovative, integrated simulation-based skills curriculum and all other coursework as assigned by the administration. Obtain and maintain literacy in your field equivalent to 70% time. As expertise allows, provide instruction in other courses of the curriculum.
 - a. Participate in the evaluation of textbooks and other learning material
 - b. Collaborate with the VCOM-Auburn Simulation Center faculty to deliver applicable simulation-based and skills learning content for the MHSA students.
 - c. Assist in maintaining a current curriculum map that ensures coordination and relevancy of academic curricula
 - d. Review, update, and revise course syllabi according to Program policy
 - e. Recommend changes in curriculum, policy, and program requirements to the Curriculum Committee, as needed.
 - f. Teach 40-60 graduate level course hours per year
 - g. Instruct student learners in simulation-based skills learning activities as needed
 - h. Serve as a primary clinical preceptor of Program students
 - i. Prepare and deliver assigned courses in an educationally effective manner
 - j. Schedule simulation and laboratory skills learning classes, collect and review syllabi, and monitor course evaluations
 - k. Develop, implement, and modify simulation curriculum

- l. Design, develop, implement, and evaluate new courses, scenarios, and educational initiatives with content experts
 - m. Provide organization and guidance to faculty in the development, delivery, and coordination of simulation and skills-based learning courses.
 - n. Maintain online course content
2. **Service:** Equivalent to 20% time: Participate in candidate student interviews, Program committees and service to the Program as assigned by the Dean.
 - a. Participate in faculty meetings and faculty development
 - b. Assist in the ongoing evaluation of the Program, which includes program review and assessment of student learning objectives
 - c. Prepare and submit reports on course activities, as directed by the Dean
 - d. Evaluate applications for admission, manage personal interviews with applicants, and make recommendations to the Admissions Committee
 - e. Submit an annual Faculty Activity Report as directed
3. **General:** Equivalent to 10% time: Be familiar with and adhere to the administrative and academic practices, policies, and procedures of the Program, VCOM and Bluefield University as set forth in the Faculty Handbook, Student Handbook and College Policy Manual.
 - a. Work in a positive and productive manner with the Dean, the Associate Dean for Academic Affairs, the Medical Directors, and associated faculty in all areas of work.
 - b. Actively participate in all aspects of the program's strategic plan, program growth initiatives and market expansion opportunities
 - c. Maintain standards of clinical performance in accordance with Program objectives, professional standards of practice, regulatory, and accreditation agency standards
4. Perform all duties as outlined in the employment contract

III. **Required Qualifications:**

Education: Completion of an accredited program in Anesthesiologist Assistant, master's degree or higher, with relevant experience in teaching.

Licensure: Professional certification as an Anesthesiologist Assistant through the National Commission for the Certification of Anesthesiologist Assistants (NCCAA); valid professional state license in good standing.

Experience:

- Minimum of five (5) years clinical experience in anesthesiology or closely related field
- Organizational committee participation
- A record of community experience
- Ability to mentor students

Skills required for this position include:

- Excellent interpersonal and communication skills
- Strong team player
- Commitment to institutional mission and values

- Basic computer proficiency

Preferences given to applicants who have the following skills or attributes:

- Have an advanced degree in education or related field
- Familiarity with equipment, monitors and technology routinely used in clinical anesthesia.

The successful candidate will be subject to a criminal history background check.

Regular, reliable, or predictable attendance is a required 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 accommodation 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, 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; use office equipment such as computers; speak to large and small groups of individuals for teaching; 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 other campuses or meetings.

Work environment: Office environment. Outside travel required 5% of time. The noise level in the work environment is usually minimal. The pace of the work requires rapid pace to synthesize and organize large volumes of material while prioritizing duties.

This position is classified as exempt, at the Professional level, because it requires the advanced knowledge or 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, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. VCOM faculty/staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an

upstanding citizen of the community. VCOM expects all faculty/staff to maintain a positive attitude in all working relationships with all VCOM departments, employees, students, prospective students, and colleagues 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 or 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:

Division Officer: _____ Date: _____

Immediate Supervisor: _____ Date: _____

President: _____ Date: _____