



## Position Description

<b>Job Title:</b> Director for Standardized Patient	
<b>Department:</b> Simulation Center	<b>Date:</b> April 2026
<b>FLSA:</b> Exempt	<b>Work Location:</b> Auburn Campus
<b>Employee Category:</b> Administrative Staff	<b>Work Schedule:</b> M-F, 8:00am – 5:00pm
<b>Reports To:</b> Associate Dean for Center for Simulation and Technology	<b>Percent Employment:</b> 100%
<b>Direct Reports:</b> N/A	

### I. Job Summary:

The Director for Standardized Patient (DSP) position encompasses all phases of the Clinical Skills/SP program. The DSP works with the Course Director and reports to the Associate Dean for Center for Simulation and Technology. The duties include recruiting, training, orienting, and retention of standardize patients, coordination of meetings and conferences, maintaining training and over-seeing schedules, planning and managing project-based work as needed, managing and participating in the Standardized Patient/Clinical Skills program using Simulation iQ.

Other duties include general receptionist duties (answering phones and meeting and greeting clients and visitors), general clerical duties (assisting in organizing a wide variety of office functions, coordinating files and records, coordinating schedules).

### II. Job Duties:

The following description of job responsibilities and standards is intended to reflect the major responsibilities and duties of the job in order of importance, but is not intended to describe minor duties or other responsibilities as may be assigned from time to time.

#### 1. Simulation iQ Software

- a. Upload and maintain user login credentials for students, SP's, and Faculty/Physician Graders.
- b. Monitor testing events to include but is not limited to the SP Control Room, SP lounge, hallway, and check-in area. Create written report of case exceptions.
- c. Communicate with Simulation iQ support staff regarding testing and video review dates/times.
- d. Assess and collect data post-event to include case mean, question item analysis, student failures and surveys, and inter-rater reliability among physicians and SPs.

#### 2. Standardized Patient Case Building and Implementation

- a. In collaboration with the Associate Dean for Center for Simulation and Educational Technology and other VCOM campus' simulation faculty and staff, construct system-based cases for block-specific curriculum and end of year testing.
- b. Develop biomedical and humanistic student SP learning objectives in advance of academic year to be completed and submitted to the Associate Dean for Center for Simulation and Educational Technology one month prior of academic year.

- c. Developed system/block-based cases must be completed one week in advance of the system/block using Simulation iQ to include: case name, category, exam flow, keywords, all pertinent checklists, door note, and SOAP note.
  - d. Validate cases in Simulation iQ, prior to testing date, to confirm functionality and accuracy.
  - e. Manage and assign assisting faculty: Check-in, IT assistance, (Humanist Expert) for SP rotation/adjustment, Control Interface proctor (Healthcare Simulation Operations Specialist).
  - f. Review Post-SP student surveys within two weeks of completion of the system/block. Review survey results with the Associate Dean for Center for Simulation and Educational Technology. Construct written solution to identified survey discrepancies.
3. Standardized Patient Management
- a. Recruit, interview, hire, orient, and retention of Standardized Patient to job role.
  - b. Maintain an up to date database to include demographics such as: age, gender, DOB, contact information (email, home & cell phone, address), & photos if available.
  - c. Submit payroll hours to HR for SP's.
  - d. Communicate with SP's in a timely manner regarding training, testing and remediation testing dates/times in collaboration with Healthcare Simulation Operations Specialist.
  - e. Coordinate and lead SP Training sessions to include pertinent instruction relating to script content, humanistic responses and grading (by Humanistic Expert), practice sessions, and performance demonstration.
  - f. Monitor SP's performance and be able to provide feedback.
4. Clinical Integration Sessions
- a. Train faculty graders on use of Canvas and Simulation iQ to be able to evaluate student performance during Clinical Integration Sessions and Standardized Patient encounters.
  - b. Coordinate and schedule a faculty development for Clinical Integration Sessions.
  - c. Post reference materials and notify faculty educators to review prior to CIS.
  - d. Assign students and faculty to CIS groups, locations, and times.
  - e. Monitor physician graders during CIS process.
5. Integrated Clinical Cases Remediation
- a. Review and re-grade, if necessary, each remediating student's Standardized Patient encounters.
  - b. Arrange dates for each step of the remediation process:
  - c. Faculty-led Remediation Session
  - d. Humanism Remediation Session to include review of the humanistic modules.
  - e. Schedule remediation SP Re-test (Biomedical & Humanistic Domain).
  - f. Notify student(s) and Registrar by email of unsuccessful performances (by domain) in an SP encounter using a standard Remediation Letter.
  - g. Writes promotion board letter for remediation failures.

6. Clinical Skills Intern Program Management
  - a. Coordinate the CSI program by soliciting qualified 2nd year students.
  - b. Interview and hire students to complete project-based activities.
  - c. Assign project based activities.
  - d. Assign mentoring responsibilities to CSI when needed.
  - e. Monitor success of each student by assessing attendance at meetings and performing assigned duties in a quality manner.
  
7. General
  - a. Submit Annual Activity Report.
  - b. Implement and Complete Annual Research Project.
  - c. Develop, organize, and update simulation center policies and procedures as needed.
  - d. Staff tours and demonstrations of the simulation centers and maintain electronic record.
  - e. Assist the Healthcare Simulation Operations Specialist in maintaining the asset and stock inventory
  - f. Perform other duties as assigned.

### **III. Required Qualifications:**

1. Registered Nurse, Paramedic, or experience in the clinical education setting.
2. Preferable – familiarity with Simulation iQ software.
3. Proficiency with the Microsoft Office Suite
4. Communication & Leadership Skills
5. Preferable - Budgetary Analysis
6. Service-oriented

Skills required for this position:

- a. Excellent interpersonal and communications skills
- b. Strong team player
- c. Commitment to company values
- d. Basic computer proficiency

**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; 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 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

**This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgment 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 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, 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 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 for the institution may change the duties of my department or the need for the position.