I. **Job Summary:** Directs the simulation and technology curriculum for the VCOM Carolinas campus.

II. **Job Duties:**
1. Directs and oversees the simulation and technology curriculum for OMS I-IV, working closely with the Associate Deans for the Virginia, Auburn 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 and in 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 that he/she works with the other VCOM campuses for ordering and maintenance of stock, so to improve purchasing power.
   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 in his/her support of the Chair of Family Medicine and PPC staff in all aspects of the standardized patient program:
5. Oversees the administration of the Carolinas Campus Simulation Center budget, and is directly 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 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 Carolinas Campus, through simulation and curricular development.
9. Develop and maintain good relationships with local and regional hospital systems providing 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 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. Participate in outreach supervision in the Carolinas by working with students in Friday 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 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 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: Doctor of Osteopathic Medicine (DO) or Medical Doctor (MD)
Licensure or certification: Board certified by the AOBME or ABME in the field of practice or in accordance with the institutional or faculty handbook. Licensed to practice medicine in South Carolina.
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.

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.

Communication skills: The employee is expected to have proper communication skills both in person, in electronic communications and on the telephone. Routine courtesy and respect of peers, subordinates and superiors is expected.

Work environment: Office environment. Outside travel required 20% of time. The noise level in the work environment is usually minimal.

**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.**

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 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.

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.