I. Position Summary:
The Clinical Procedural Skills Program Manager role is to manage an array of clinical procedural skills and testing programs specific to each educational block. The duties include student and faculty scheduling, coordinating, and implementing all procedural skills training and testing. The clinical procedural skills course educates and trains the students in a myriad of clinical procedural skills (surgical and medical) that prepares the student for clinical clerkship, residency, and primary care. The position requires a high level of self-motivation, pride in the workplace, sound judgement, accuracy, diplomacy, confidentiality, and discretion.
The position requires the clinical procedural skills curriculum be functionalized with the goal of improving measurable participant outcomes. All curriculum will have predefined measurable metrics to support the educational return on resource allocation.

II. Position Duties:
The following description of job responsibilities and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe all minor duties or other responsibilities as may be assigned by the Associate Dean.

1. Clinical Procedural Skills Management:
   a. Coordinate all Clinical Procedural Training Skills Sessions / Laboratories for VCOM medical students, residents, and other health fields from the affiliated clinical core sites.
   b. Work directly with the content experts in the development of the curriculum to assure all procedural skills include indications, contraindications, and technical skills.
   c. Prepare and maintain all equipment, media, computers, and training materials utilized to produce a simulated clinical procedural skill learning event.
d. Provide administrative and technical support to the Associate Dean, as Course Director, and to the content experts with the goal of developing and delivery of the procedural skill to assure content is provided in advance of the laboratory.

e. Schedule the students for each laboratory working with the assistance of the Associate Dean for Medical Education to schedule and assign the appropriate faculty to oversee the student education and/or to develop the simulation module or laboratory for the training experience.

f. Set up and break down task trainers, prepare rooms for events, and assist faculty in the use of clinical simulation equipment. Serve as a resource for the faculty.

g. Support the content expert and Course Director in all laboratory equipment placement and the general operational procedure of simulation scenarios.

h. Assist team members in conducting tours of the simulation center for internal/external groups and individuals.

i. Establish and maintain the inventory of supplies and equipment required for each clinical skills training.

j. Perform maintenance and repairs on equipment used for clinical procedural skills sessions.

k. Attend national meetings to maintain currency with clinical simulation technology and use.

l. Maintain current knowledge required for ordering supplies for the clinical simulation including the appropriate equipment catalogues and operation manuals.

m. Operate and maintain audiovisual equipment when used in clinical procedural skills sessions.

n. Participate in developing, organizing, and conducting educational courses or events for residency program partners that use clinical simulation technologies.

o. Coordinate data collection for research studies including documenting information, collating, and assisting in analysis of data.

p. Assist by recommending the development of new steps or procedures and new equipment to enhance the equipment used in clinical procedural skills including new technologies and including collaboration on new product development with faculty.

q. Prepare for and obtain CHSOS & CHSE Certification administered by Society for Simulation in Healthcare.

r. Assist the Associate Dean by maintaining the inventory of all the equipment in the Simulation Center.

s. Create a post event survey for medical students to provide feedback on their CPS experience.

t. Review with the Associate Dean student grades, item analysis, faculty and patient inter-rater variability, and student surveys.

u. Create, implement, and validate a remediation process for students with deficiencies.
2. **High Fidelity Simulation**

   As the Simulation Center works as a “team,” the collaboration with the Director of High Fidelity Manikan Simulation is essential for operations. As deemed necessary the CPS Manager will assist in the development, assessment, and coordination of the High Fidelity Manikan education and testing course sessions that support VCOM students, residents, and other allied health field competency based training.

   a. This is done recognizing the Director of High Fidelity Manikan and Virtual Based Clinical education will in return provide support to you in organizing and implementing the Clinical Procedural Skills Course.

   b. Participate in the review of the High Fidelity Simulations for the purpose of continuous curricular improvement in support VCOM medical student education.

   c. Participate in the annual review and update of the High Fidelity Manikan Program to include the syllabus, educational objectives and assessments.

   d. 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.

3. **Standardized Patient**

   As the Simulation Center works as a “team”, the collaboration with the Director of Standardized Patient Program is essential for operations. As deemed necessary, the CPS manager will assist the Director with the development, assessment, and coordination of educational materials, sessions, and assessments to support the Standardized Patient program for the education of VCOM students, residents, and other allied health field competency based training.

   a. This is done recognizing the Director of the Standardized Patient Program will in return provide support to you in organizing and implementing curriculum and duties when implementing the Clinical Procedural Skills Course.

   b. Participate in the review of the Standardized Patient Program for the purpose of continuous curricular improvement in support VCOM medical student education.

   c. Participate in the annual review and update of the Standardized patient educational materials.

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 simulation center policies and procedures as needed.

   d. Staff tours and demonstrations of the simulation centers and maintain electronic record.

   e. Assist in the maintainence of the asset and stock inventory.
III. Requirements

1. Education: Bachelors Degree in Education or Bachelors in a Related Healthcare field with experience in teaching.
2. Licensure or certification: N/A
3. Familiarity with and/or ability to become proficient in various clinical tools and equipment used to simulate clinical skills training.
4. Computer skills to support the development of schedules, tables, learning modules, and to track outcomes data and create reports.
5. Ability to develop and maintain skills in the various teaching and testing programs within the simulation center.
6. Proficiency in EMS SIMULATIONiQ. (Assessed by the position holders skills in managing a complete clinical skills curricular build, delivery, and outcomes assessment.)
7. Proficiency in the Learning Management System Canvas. (Assessed by the position holders skills in managing a complete clinical skills curricular build, delivery, and outcomes assessment.)
8. Maintain the Simulation Center Inventory system.

Other skills important to this position

a. Microsoft Office: Word, Excel, PowerPoint, and Access
b. Excellent interpersonal and communications skills
c. Strong team player
d. Commitment to company values
e. Basic computer proficiency

Preferences may be given to applicants who have a bachelors degree that also have a Clinical background and management experience.

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, frequent walking, bending, reaching and standing.

Work environment: Office environment. Outside travel required 5% of time. The noise level in the work environment is usually minimal.
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 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 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.

Employee: _______________________________ Date: _____________

Approvals:

Associate Dean: _______________________________ Date: _____________

Campus Dean: _______________________________ Date: _____________

President: _______________________________ Date: _____________