

Simulation Center Education Specialist

JOB DESCRIPTION AND PERFORMANCE STANDARDS

Date Last Revised: June 4, 2014

Job Code: 1679

Exempt / Nonexempt: Exempt

BASIC PURPOSE OF THE JOB

Support education processes in the Interdisciplinary Simulation Center by serving as an education consultant. Collaborate with and mentor faculty, staff, educators, and other stakeholders on needs assessments, curriculum design, and development and delivery of Simulation Activities. Collaborate with and mentor faculty, staff, educators, and other stakeholders on assessment of learners including competency assessments, as well as evaluation of simulation activities to facilitate continuous improvement of these educational sessions.

JOB FUNCTIONS

Job functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Job functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.

1. Teach and instruct faculty and staff on the use of simulation. Assists with professional development and continuing education courses on simulation and education.
2. Provides ongoing quality assurance and improvement for simulation and debriefing systems. Provides real time feedback to clinical instructors on debriefing performance and technique.
3. Aligns education efforts and educational resources between departments and units within the hospital, and tracks how simulation efforts relate to our organizational goals and quality improvement measures.
4. Collaborate with faculty, staff, educators, and other stakeholders on simulation based research, including quality improvement studies. This includes grant proposals, research design, data collection, data analysis, manuscript preparation, and publication.
5. Assist with other operational activities of the center to include accreditation, scheduling, documentation, record keeping, data management, and other organizational activities.
6. Assist with simulation session setup / delivery / break down, mannequin and AV equipment operation and troubleshooting.
7. Identify and implement opportunities for improvement and innovation in curricula, instructional technologies, and operational systems.
8. Implement and assist with development of policies, procedures, and practice standards consistent with the center's educational objectives.
9. Maintain professional growth and development through seminars, workshops, current literature, and professional affiliations to keep abreast of latest trends in simulation and gaming.
10. Present simulation activities at local, national, and international conferences.
11. Participate in community outreach programs, including promotional materials, conducting tours of the facilities, participating in public relations activities, and performing community service.
12. Perform other duties as assigned.

EMPLOYMENT REQUIREMENTS	
Minimum Education/ Work Experience	<p>Master's Degree in Education, Master's degree in Nursing Education or Master's degree in related education field,</p> <p>OR</p> <p>Completion of a Simulation / Education Fellowship. 3 years of more of clinical experience:</p> <ul style="list-style-type: none"> ○ Nursing ○ Physician ○ Physician Assistant <p>Previous experience teaching in the health professions.</p>
Knowledge/ Skills/Abilities	<p>Knowledge of and experience in curriculum design, learner assessment, program evaluation, and effective instruction techniques at a level normally acquired through a completion of a master's degree in Education or related field or through a Simulation Center Fellowship program</p> <p>Knowledge of adult learning principles</p> <p>Ability to work flexible hours, including evenings and / or weekends.</p> <p>Knowledge of relevant information technology, to include software and hardware used to run a simulation education center.</p> <p>Knowledge of relevant analog and digital audiovisual technology, to include software and hardware used to run a simulation education center, as well as video processing and editing.</p> <p>Ability to lead interdisciplinary teams with diverse educational backgrounds and levels of expertise in simulation education.</p> <p>Ability to interact effectively with hospital administrators and leaders from a variety of departments.</p> <p>Ability to improvise, adapt to highly dynamic environments, and learn new skills.</p>
Preferred Qualifications	<p>Prior experience working in a simulation environment.</p> <p>Experience with research activities as well as grant searching and writing.</p> <p>Certification as a CHSE or CHSE-A</p>
License/ Certifications	N/A

WORK ENVIRONMENT Required for OSHA and ADA purposes.

The worksheet in this section identifies the physical and sensory demands required of the employee to perform the *essential functions* of the job. It also identifies the work environment conditions associated with the job.

FUNCTIONAL DEMANDS <i>(Circle appropriate level)</i>	
<i>Physical Demand Level</i>	<i>Position Requires Ability To</i>
SEDENTARY (Endurance—very light energy level)	Lift 10 Lbs. box overhead Lift and carry 15 Lbs. Push/pull 20 Lbs. cart
LIGHT (Endurance—moderate energy level)	Lift and carry 25-35 Lbs. Push/pull items 50-100 Lbs. (i.e. Empty bed/stretchers)
MEDIUM (Endurance—high energy level)	Lift and carry 40-50 Lbs. Push/pull +/- 150-200 Lbs. (Patient on bed/stretchers) Lateral transfer of 150-200 Lbs. (i.e. Patient)

HEAVY (Endurance—very high energy level)	Lift over 50 Lbs. Carry 80 Lbs. a distance of 30 feet Push and pull > 200 Lbs. (i.e. Patient on bed/stretcher) Lateral transfer or a max assist sit to stand transfer				
PHYSICAL ACTIVITY REQUIREMENTS (Check appropriate response)					
Activity	Activity Level Throughout Workday				
	Occasional 0-33% of day	Frequent 34-66%	Continuous 67-100%	Not Applicable	
Sitting			✓		
Standing	✓				
Walking	✓				
Climbing (i.e. Stairs or ladders)	✓				
Lifting—Floor to waist level	15	Lbs.		Lbs.	Lbs.
Lifting—Waist level and above	10	Lbs.		Lbs.	Lbs.
Carry Objects	✓				
Push/Pull	✓				
Twisting	✓				
Bending	✓				
Reaching forward				✓	
Reaching overhead				✓	
Squat/Kneel/Crawl	✓				
Wrist position deviations				✓	
Pinching/Fine motor activities			✓		
Keyboard Use/Repetitive Motion				✓	
SENSORY REQUIREMENTS (Circle appropriate response)					
Near Vision	Accurate 20/40	Very accurate 20/20	Not Applicable		
Far Vision	Accurate 20/40	Very accurate 20/20	N/A		
Color Discrimination	Yes	No	N/A		
Depth Perception	Minimal	Moderate	Accurate	N/A	
Hearing	Minimal	Moderate	Accurate	N/A	
ENVIRONMENTAL CONDITIONS (Check appropriate response)					
Occupational Exposure Risk Potential	Reasonably Anticipated			Not Anticipated	
Bloodborne Pathogens				✓	
Chemical				✓	
Airborne	✓				

Communicable Disease		
Extreme Temperatures		✓
Radiation		✓
Uneven Surfaces or Elevations		✓
Extreme Noise Levels		✓
Dust/Particulate Matter	✓	
Other (List)		
Usual workday hours: <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 12 <input type="checkbox"/> 16 <input type="checkbox"/> Other (Check appropriate response)		