

Job Title:**Director of Simulation Center, College of Osteopathic Medicine****Job Description:**

The Director of the Simulation Center (“Director”) oversees all operational and accreditation aspects of the Simulation Center. The Director is accountable for the administration, strategy, and quality assurance of all simulation programs, including accreditation readiness, personnel supervision, resource and facilities management, budget oversight, and policy development within the College of Osteopathic Medicine. This role is responsible for aligning simulation-based training with CHSU’s performance-based curriculum, integrating high-fidelity simulation, standardized patient encounters, procedural training, and immersive virtual/augmented reality experiences to enhance clinical reasoning, communication, teamwork, and patient safety.

Reports to:

Associate Dean for Osteopathic Clinical Education and Simulation

Classification:

Administration, Full Time, Exempt

Essential Duties:

The essential duties of this position include:

- Recruit, hire, develop, train, and/or oversee the training of simulation center personnel.
- Responsible for performance management of Sim Center personnel, including performance appraisals, check-in meetings, disciplinary counseling and actions, scheduling, and work assignments.
- Assure the set-up and disassembly of simulation sessions, operation, programming, repair, and maintenance of simulation equipment for simulation sessions and extracurricular events
- Oversee optimal utilization of Simulation Center, including recruitment, scheduling, and coordination of sessions, training sessions, classes, workshops, and other activities.
- Update, revise, and implement Simulation Center policies, procedures, and practices consistent with the CHSU COM and Simulation Center vision and mission.
- Serve as simulation mentor and educator to clinicians, staff, and faculty by providing training in the concepts and skills of simulation-based education and debriefing.
- Maintain reports of learner progress with assessment tools as relevant to simulation-based experiences.
- Solicit instructor, SP, and student feedback following simulation experiences to analyze the impact of simulation on the learning process.
- Design collaborative action plans and outcome evaluations to identify opportunities for improvement and implement relevant measures.
- Collaborate with faculty to design, develop, implement, and evaluate curriculum and assessments
- Maintain professional skills and refine expertise through appropriate educational and developmental activities and professional affiliations.
- Maintain certifications, licenses, and center accreditation through the Society for Simulation in HealthCare
- Contribute to the necessary University and College accreditation standards
- Develop comprehensive strategic and operational planning initiatives in line with the goals of the University and College of Osteopathic Medicine.
- Prepare annual budget, monitor revenue/expenditures throughout the year and manage funding sources, ensuring contracts are maintained and revenue sources maximized.

- Develop working relationships with other simulation centers and educational organizations, both locally and nationally, to advance the use of simulation in healthcare education.
- Collaborate with faculty who may conduct research to validate simulation-based training programs, and measure effectiveness of equipment, interventions, and medical devices.
- Promote the interests of the Simulation Center through participation in public relations events, development of new markets for simulation use, community outreaches, and serving on professional/civic service organizations and committee meetings.
- Facilitate tours and orientations of the Simulation Center as needed to promote programs.
- Promote and coordinate the use of simulation technology for the training of local medical and health professionals.
- Develop accurate, timely, and reliable data and maintain its confidentiality and security
- Interface with equipment and supply vendors to meet goals to maintain equipment, replace depreciated equipment and/or purchase new equipment for expansion.

In the execution of job duties, the employee must abide by all CHSU and College of Osteopathic Medicine policies, procedures, and syllabi requirements. This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related duties as assigned by their supervisor.

Education:

- Bachelor's Degree required.
- Master's or Doctoral Degree in a medical or health care-related field preferred.

Licensure & Certifications

- Certified Healthcare Simulation Educator (CHSE), Operations Specialist (CHSOS) from Society for Simulation in Healthcare or equivalent program, preferred.
- American Heart Association (AHA) Basic Life Support, preferred.
- Certificate in Medical Terminology or equivalent coursework, preferred.
- Healthcare experience/knowledge – RN, LPN, CNA, Paramedic, EMT, or similar healthcare credential, or equivalent demonstrated experience, preferred.

Skills & Experience:

- Minimum five years of experience in medical or healthcare simulation, design, and implementation of simulation-based education programs with prior experience in course development and education methodology.
- Extensive leadership and administrative experience, with at least five years of leading teams in a medical or healthcare simulation environment.
- Research experience preferred.
- Experience with and understanding of key functions of hospital and medical staff departments and services.
- Expert technical skills and health care knowledge to integrate Simulation Center activities with the curriculum.
- Ability to seek out and apply for grants and other funding opportunities to support the center.
- Able to promote an appropriate climate for professionalism, creativity, inquiry, and diversity.
- Excellent problem-solving skills with ability to analyze situations, identify existing or potential problems, recommend solutions and participate in their resolution.
- Advanced interpersonal skills necessary to effectively communicate complex theoretical and technical concepts effectively with a wide variety of individuals.

Qualifications/
Education:

- Advanced analytical and computer skills to manage simulations.
- Excellent computer skills with proficiency in Microsoft applications, including but not limited to Word, Excel, and PowerPoint.
- Must be able to think critically, identify problems, troubleshoot, and take action to resolve issues in a fast-paced environment.
- Advanced analytical skills necessary to develop sound recommendations and assist in implementing improved delivery of care systems, policies, and procedures, evaluating clinical practice outcomes, and developing educational programs.
- Ability to work with and lead multidisciplinary teams in initiatives to facilitate implementation and measurement activities.
- Ability to integrate information across myriad settings with the goal of standardization (when appropriate), simplification, and reduction of non-value-added work and steps.
- Ability to meet deadlines and work collaboratively in a team setting
- Able to work under pressure and make critical decisions.
- Maintain confidentiality regarding job assignments and sensitive issues.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$95,000 to \$133,000 annually. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Director of Simulation Center** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.