

Job Title:**Standardized Participant Coordinator****Job Description:**

The role of the Standardized Participant (SP) Coordinator contributes to the success of the standardized participant/patient program by assisting the Standardized Participant Learning and Development Trainer and directly reporting to the Simulation Center Director. Record keeping, reports, and scheduling is a primary role for the coordinator, serving to organize the continually growing program. The coordinator assists in the onboarding and training of new SPs and ongoing development of SPs.

Reports to:

Simulation Center Director, CHSU Simulation Center

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Assist in the recruitment, screening, and evaluation of new SPs; assist in new SP interviews and coordinate scheduling of auditions
- Assist and coordinate onboarding, orientation, and training of new SPs to the program
- Organize the scheduling of SPs for simulation activities and periodic evaluation
- Performs administrative duties including making phone calls, developing meeting agendas, meeting minutes, and reports
- Manage SP data (evaluations, demographics) and tracking of employment hours
- Manage and track supply inventory used in the SP program
- Assist in the development of SP training materials
- Participates in and assists with quality improvement processes for the Simulation Center program
- Engage in personal ongoing professional development in SP education
- Assist the simulation team in preparation and implementation of all simulation activities
- Work with the Simulation Center Director and team to develop and maintain accreditation standards and expectations
- Attend Simulation Center meetings
- Learn all aspects of simulating a patient scenario by an SP
- Advise the Simulation Center Director and SP Learning and Development Trainer of concerns and/or important issues facing the SP program with recommendations for solutions to improve operations
- Conduct self professionally, appropriately, and consistently in accordance with the vision and mission of the CHSU COM and Simulation Center
- Participate in Simulation Center tours, community outreach programs, and other duties as assigned
- Attend COM meetings as requested by leadership

**Qualifications/
Education:****Education:**

- Required: Associate's Degree
- Preferred: Bachelor's Degree in related health care field and/or theater arts.
- Will consider extensive professional-level experience in lieu of educational requirement

Skills & Experience:

- Preferred:
 - 1-2 years of experience as a standardized/simulated patient or SP educator
 - Background knowledge of the use of SPs in healthcare education
- Maintain a welcoming, supportive attitude toward all individuals in the simulation center
- Able to handle all situations with tact, professionalism, and diplomacy.
- Able to work under pressure.
- Excellent computer skills: Microsoft applications (Word, Excel, PowerPoint).
- Able to manage databases and scheduling.
- Excellent attention to detail and organizational and planning skills.
- Able to work in a team and flexible to work with others in a variety of circumstances.
- Able to communicate with staff and students in a straightforward and positive way.
- Be flexible and can adapt to quick changes in work in a dynamic environment.
- Able to make decisions independently.
- Able to problem solve by analyzing issues and creating solutions.
- Able to manage projects and people.
- Maintain the confidentiality regarding student outcomes, job assignments, and sensitive issues.
- Regard personal development as a priority.
- Ability to work independently under limited supervision.

Compensation:

CHSU offers a competitive benefits and compensation package. Hourly range for this position is \$43,000 - \$57,000, however, 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 Error! Reference source not found. in the subject field of the email.