

**PROFESSIONAL POSITION DESCRIPTION**

# Position Title: Director of Healthcare Simulation and Interprofessional Education

# Division: CSTH

**Department:** School of Nursing

**Location:** Science Building, 4th Floor Portland Campus

**Schedule:** Regular Business Hours with some flexibility for lab needs,12 months

**Reports to:** Dean CSTH

**STATEMENT OF THE JOB:**

The Director of Interprofessional Education (IPE) and Simulation serves as director of the complex state of the art learning, teaching and research environment. The position provides operational support and direction for all CSTH simulation facilities across the three USM campuses. Integral member of the CSTH leadership and collaborates with USM faculty with particular sensitivity to the needs of the School of Nursing. Works directly with the Associate Dean of Nursing regarding all Simulation and IPE laboratory operations and personnel.  Ensures a safe and efficient environment through the effective implementation of protocols, policies and procedures, coordinates with faculty to support simulation and lab activities.

# ESSENTIAL FUNCTIONS:

1. Oversees simulation center(s) initiatives
2. Creates and recognizes connections and collaboration within all USM campuses.
3. Creates connections and collaboration within the greater Portland and Maine community
4. Creates and maintains an advisory committee for IPE.
5. Purchasing material and equipment for the USM Simulation Center(s) in collaboration with faculty to determine the need for new or updated equipment and consumables.
6. Collaborates with Undergraduate and Graduate Nursing Coordinators, and other faculty and programs, for lab scheduling on two campuses (LAC and PTL) including the USM Simulation and IPE Center(s)
7. Identifies and recommends creative ways to maximize lab space for all health care programs with increasing enrollment and continued growth in the use of simulation.
8. Coordinate and assist with the orientation and education of faculty, staff and work study students to the simulation center(s), including manikins, the computer system and recording software programs.
9. Assists CSTH faculty with research and curricular-based simulation projects.
10. Establish relationships with vendors for purchasing and maintenance of equipment
11. Identifies operational, technical and maintenance requirements for the high tech laboratory facilities. Directs the implementation of technology including high fidelity simulators, computers (hardware & software), medical equipment, low and medium fidelity mannequins and multimedia recording system.
12. Oversees and / or executes all installation of software and hardware upgrades; performing operational checks on equipment; ensuring equipment security; troubleshooting equipment failure; consulting  with external technical support when necessary; scheduling maintenance.
13. Troubleshoots and repairs simulator hardware, AV, and network issues as they relate to the functionality of mid and high fidelity simulators.
14. Participate as a key decision-maker in the financial management of the simulation center(s). Develop and maintain a budget, recommend capital, operational and personnel budget needs.
15. Assist the Lab Coordinator SON with budgets
16. Develop and maintain in coordination with the lab coordinator, the administrative and operational manual/policies and procedures for simulation and skills laboratories in collaboration with CSTH faculty.
17. Develop and maintain an inventory tracking system.
18. Collaborates with CSTH staff to ensure all laboratory operations are in accordance with OSHA standards.  Update Laboratory Safety manual as required by OSHA requirements.
19. Maintain competencies in technology and utilization of medical equipment as it relates to simulation education and Standards for Best Practices.
20. Coordinate the maintenance and updating of the physical environment of the simulation center(s).
21. In coordination with the lab coordinator and faculty, establishes priorities for physical improvements.
22. Participates in renovation projects and new simulation space development projects.
23. In coordination with the lab coordinator and faculty develops promotional materials, participating in community outreach, tours, and marketing efforts.
24. Collaborates with other academic departments within the CSTH and all USM campuses
25. Participate as member of the School of Nursing Learning Resource and Simulation Committee and advise faculty on feasibility of implementing curriculum proposals that involve use of all LRSC spaces.

**Marginal Functions:**

1. Coordinates with Property Management for disposal of regulated materials.
2. Participate in research activities as needed.

**SUPERVISORY RESPONSIBILITIES:**

1.      Supervise and evaluate the Learning Space Specialist(s).

2.      Hire and supervise work-study students including conducting annual performance management review and approving work schedule and time sheet.

**BUDGET RESPONSIBILITIES:**

1.      Manage all simulation expenditures; supplies, equipment, computers, multi-media and software/hardware.

2.      Collaborate as needed with expenditures with other CSTH labs

3.      Supervise the creating and processing of purchase orders in Marketplace.

4.      Develop and support maintenance of database tracking cost, vendor information, purchase date, equipment warranties and contracts, etc.

5.       Coordinate budgeting processes in conjunction with SON associate dean/director, CSTH Dean, and CSTH financial manager.

**PUBLIC AND PROFESSIONAL ACTIVITIES:**

Attend any seminars, classes, workshops and conferences that are relevant for personal and professional growth for supporting the LRSC and simulation.

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** School of Nursing Associate Dean, CSTH Portland and Lewiston faculty, staff, students, graduate and undergraduate coordinators, IT Services, Instructional Technology and Media Services, Occupational Health and Safety, Student Payroll Services, Business Services, Sodexo, USM  Bookstores, Property Management, Facilities Management, USM Library, Mail Room, Printing Services, USM Police and Safety, Space and Scheduling, and Publications and Marketing.

**External:** Medical equipment suppliers; Laerdal, Gaumard, CAE, Henry Schein, Pocket Nurse, Welch Allyn etc. Academic resource vendors; books, software and multi-media.  Retail stores; Home Depot, Amazon, Wal-Mart, Best Buy, laundry services. Alumni and community members.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Excellent organizational and administrative management skills with the ability to work with frequent interruptions and manage many projects simultaneously.
* Expertise in a wide range of computer software applications and simulation audiovisual recording including: nursing/simulation programs, Microsoft Office, Electronic Medical Record and Cloud Based Sharing.
* Expertise in technical applications in high fidelity simulation to include troubleshooting and repairs.
* Demonstrated ability to assume responsibility and to exercise independent judgment.
* Team player with strong interpersonal skills.
* Effective verbal and written communication and collaboration with all constituencies.
* Proficient knowledge and understanding of nursing/medically based lab procedures.
* Ability to operate and maintain lab equipment.
* Knowledge of local and national resources for purchasing of appropriate lab supplies, equipment, resources and software.
* Knowledge of lab safety procedures and regulations.
* Ability to supervise, hire, train and schedule laboratory assistants and student workers.
* Possess an attitude that fosters a respectful, non-threatening work environment with a diverse team ranging from work study students to Department and College Directors.

**QUALIFICATIONS:**

**Required:**

Master’s Degree or equivalent 5 years of related experience with management and supervisory experience. Able to demonstrate knowledge and experience in computer and technical equipment abilities in order to maintain and troubleshoot all AV and simulator software and hardware.  Strong written and oral communication skills.  Demonstrated ability to coordinate, organize, plan and problem solve multiple tasks simultaneously. Background in healthcare with a minimum 1-year prior experience in sim operations. Certified as Healthcare Simulation Operations Specialist within the third year of employment.

**Preferred:**

Certified Healthcare Simulation Operations Specialist certification. Prior experience within a health professional’s clinical laboratory and/or simulation center.  Prefer experience in IT networking, programming, AV, or IT support. Prefer experience in higher education and simulation environments.

**Physical Requirements**:

Reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions, lifting, stretching, and sitting. Ability to exert up to 50 pounds of force intermittently and/or up to 20-30 pounds of force frequently to move objects.

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

**Date Approved: 4/27/2021**

**Date Revised:**

**Job Family: 18**

**Salary Band: 4**

**Unit: UMPSA**

**Position #:** **00014723**