

**Human Simulation Educator**

**Job Description**

At DMU, you'll have the opportunity to make a meaningful impact on the future of Medicine and Health Sciences. The Human Simulation (HS) Educator participates in a wide array of activities associated with the HS Lab. They coordinate the logistical design of the event, working in collaboration with course directors to create or improve assessment and testing materials used in testing encounters. Train and educate Simulated Patients (SPs) for specific cases according to curricular requirements and standards of best practice. Ensure consistent training of SPs, monitor SP performances by completing quality assurance, provide appropriate and constructive feedback and coaching. Leads, coordinates, manages, and contributes to testing events, practicums, and other types of events taking place in the department. Provides support to the HS Lab Manager by assisting in recruiting, screening, and interviewing potential SPs.

**Essential Duties and Responsibilities:**

45-55 % Education

* Work with the appropriate faculty representative and manager to plan, design, write, create and prepare realistic SP based simulation scenarios using appropriate simulation methodology based on the goals and objectives of the program and course.
* Lead, manage, and assist with all logistical needs of events within the department.
* Maintain security of confidential information and documents per departmental and university practices.

1% Research & Evaluation

* Support research and quality improvement activities within the simulation center

14-25% Simulation:

* Prepare, update, and enter documents for department events on current software.
* Provide specialized technical support and troubleshooting for simulation technologies.

25-30% Theatrics & Staging

* Adhere to standards of best practice relative to simulation and Simulated Patients
* Schedule SPs for cases according to demographics, skills, and availability.
* Creatively train, educate, and instruct SPs on portraying patients by using specific training protocols and case materials.
* Monitor SPs performances by completing Quality Assurance (QA) to ensure accurate performance and evaluation of learners.
* Professionally provide SPs with feedback and coaching on case portrayal verbally and in written form.
* Assist in recruiting, screening, interviewing, and the on-boarding of new SPs.

5% Miscellaneous:

* Attend and participate in meetings and training activities associated with the department.
* Represent DMU in relevant projects and University matters.
* Performs other job-related duties and special projects as assigned.
* Participate in and successfully complete all University required training including, but not limited to, discrimination/harassment and code of conduct.

**Education and/or Experience:**

* Associate's degree required, Bachelor's or Master's preferred in education, communication, arts, theater, simulation, or health sciences.
* Minimum of two years related work experience (i.e., training, patient care, medical simulation, education, or standardized/simulated patients, etc) required.
* Knowledge and understanding of medical terminology required.
* Experience with SPs and an understanding of clinical interviewing and physical exams preferred.
* Experience with medical simulation moulage and acting is preferred.
* Experience with Learningspace is a plus.
* Professional certifications and/or licenses including but not limited to CMA, LPN, RN, EMS, EMT CHSE, CHSOS, CHSE-A, or CHSOS-A is a plus.

**Essential skills:**

* Excellent verbal, interpersonal and written communication skills
* Strong analytical, problem-solving and decision-making capabilities
* Team player with the ability to multi-task in a fast-paced work environment
* Ability to work under strict deadlines in a fast-paced environment is required
* Ability to work with all levels of internal staff, as well as outside clients and vendors
* Excellent problem-solving skills with ability to analyze situations identify existing or potential problems and recommend solutions.
* Proficiency in MS Office Applications (Word, PowerPoint, Outlook, Excel)
* Proficiency with web conferencing software (Zoom, Teams)
* Proficiency with CAE LearningSpace or equivalent human-simulation based software AV (B-Line, EMS)
* Commitment to diversity and inclusivity.
* Willingness to flex time for occasional morning, evening, and/or work from home as needed.

**Department: Simulation Center**

**Salary Range: $55,000 - $63,000**

**Status:  Exempt**