

**Director Regional Simulation Center**

**Job Description**

At DMU you will make a meaningful contribution to the dynamic future of Medicine and Health Sciences. DMU is seeking a Director of the Regional Simulation Center. This individual will ensure high quality simulation-based education through the creation of a realistic state-of-the art learning environment. The role will utilize best practices and evaluation data to identify opportunities for innovation, implementation, and integration of patient simulation technology into stakeholders’ curricula. The Director will employ a proactive approach to engage stakeholders in collaborative partnerships. The Director will coach, develop, mentor, and evaluate the Regional Simulation Center personnel, while promoting a collaborative and team-based approach to simulation education. The Director is responsible for the day-to-day operation of the Regional Simulation Center staff, budget, preparation, maintenance, inventory and operation of all simulation areas, equipment/supplies, and collaborates with stakeholders to plan, implement, and schedule simulation activities. The Director assists with the development and ensures adherence to program policies, program outcomes, data collection and reporting, and current simulation best practice safety measures. The Director will contribute to local and national research projects.

**Essential Duties and Responsibilities:**

* Develops and executes the Regional Simulation Center’s strategic goals and educational strategies in alignment with DMU’s vision and mission.
* Acts as the primary contact for operations of the Regional Simulation Center and appropriately delegates responsibilities for operations providing guidance and motivation to drive maximum performance.
* Leads the overall administrative, operational, and financial management of the Center.
* Coordinates workflow between stakeholders incorporating best practice and evidence-based research in program development with a focus on standardization and efficiencies.
* Oversees and ensures the regular maintenance and repair of all simulation equipment and maintains effective communication with manufacturers.
* As requested by stakeholders, leads the development of relevant simulation activities including, but not limited to designing new training, scenario creation, facilitator development, student assessment in simulation, and reviewing existing simulation methods and scenarios.
* Directs the professional development training for Center staff, who participate in simulation-based education, to ensure educationally sound use of clinical simulation and debriefing techniques.
* Provides strategic simulation implementation recommendations to DMU senior leadership and stakeholders.
* Provides leadership and instruction in the use of simulation equipment and methods within DMU and external healthcare collaborative partners.
* Develops and implements Regional Simulation Center policies, procedures and practices and orientation program.
* Creates a positive work environment demonstrating leadership and supervision for Center staff and maintains learners’ confidentiality.
* Participates in and successfully completes all University required training including, but not limited to discrimination/harassment and code of conduct.
* Performs other job related duties and special projects as assigned.

**Supervisory Responsibilities:**

* Carries out supervisory responsibilities for direct reports in accordance with the organization’s policies and applicable laws. Responsibilities include but are not limited to interviewing and/or motivating and/or training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience:**

* Minimum of a master’s degree in healthcare, education, healthcare discipline, medical technology or simulation field required. Doctoral or Clinical degree preferred.
* Two years’ supervisory experience in healthcare simulation (planning, developing, evaluating and customizing clinical, educational simulations as an educator or director required.
* Minimum of three years of experience using simulation. Five years preferred.
* Experience in curriculum development and assessment required.
* Educational research experience desired.
* Clinical knowledge and experience working in a healthcare related field such as EMT, paramedic, other allied health profession or a clinical professional specialty.
* Knowledge of medical terminology and human anatomy/physiology.
* Certified Healthcare Simulation Educator (CHSE) preferred or the ability to obtain the certification within six months of hire.

**Essential skills:**

* Excellent organizational and leadership skills.
* Understanding of financial management and strategic planning.
* Must have an in-depth understanding and profound interest in medical simulation education, research, and patient safety.
* Understanding of medical terminology, procedures, and techniques.
* Outstanding judgment, analytical, problem solving abilities.
* Ability to work in collaborative and innovative manner to create nationally recognized organization.
* Demonstrated personal commitment to excellence.
* Excellent verbal and written communication skills with the ability to effectively present to the target audience.
* Adheres to the organizational code of ethics, takes personal responsibility for actions and demonstrates integrity.
* Ability to work in a dynamic environment and adapt to change.
* Actively expands knowledge base and professional mastery as a lifelong learner.
* Excellent organizational and time management skills plus attention to detail and demonstrated follow-through.
* Team player.
* Commitment to diversity and inclusivity.

**Department: Regional Simulation Center**

**Location: 3200 Grand Ave, Des Moines, IA 50312**

**Status:  Exempt**

**Work Schedule:  Monday thru Friday 8:00 AM – 4:30 PM**