



Position Title: Director, Clinical Simulation
Reports To: Campus Chief Information Officer
Department: Technology Support/Production Services
Prepared By/Date: Donna French/11-29-2011
Approved By/Date: Dario Mercado/04-04-2012
Revised: Donna French/04-04-2012

Job Code: 0124
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

This position plays a key role in developing and facilitating clinical simulation at the Medical campus and its community. Collaborates with Medical campus faculty and the medical community to develop innovative educational courses using clinical simulators and multimedia equipment.

Essential Duties and Responsibilities:

- Strategically plans and facilitates simulation, utilization, growth and effectiveness related to student success enrollment departmental growth and effectiveness related to enrollment
- Provides technology innovation and application to human patient simulation computer systems and supporting technology
- Develops and implements clinical simulation curricula in order to meet accreditation standards
- Identifies resources necessary for the successful operation of clinical simulation lab
- Develops and implements technical training in simulation technology for staff and faculty
- Promotes and develops simulation technology to external agencies
- Develops, integrates and encourages College-wide cross program utilization and application of simulation technology
- Seeks additional funding sources such as grants and community partnerships
- Supervises over 4 staff persons
- Represents the Medical Campus at user's group meetings and other relevant organizational meetings at the local, State, and National level
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge in information technology to include simulation, networks, virtualization, database and Web development
- Knowledge in instructional technology systems
- Knowledge of college educational philosophy, administrative practices and procedures
- Knowledge and skill in communicating effectively utilizing public relations principles and practices
- Possess excellent communication (written and oral) and efficient organizational skills
- Possess strategic planning skills to effect change in a multi-cultural environment
- Skill in employee development and performance management
- Possess strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards
- Ability to speak effectively to employees, faculty, staff, and community groups
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in health care discipline, information technology, or related field with three (3) years of relevant experience; or Bachelor’s degree in health care discipline, information technology, or related field and seven (7) years of relevant experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name