

UW HEALTH JOB DESCRIPTION

POSITION SPECIFICS			
Title: Simulation Educator		Department/Number: UW Health Clinical Simulation Program	
Reports to: Simulation Center Program Manager			
Job Code: UWMF: 18090 UWHC:	FLSA Status: Exempt		
Manager Approval: M O'Connell	Date: 4.2016	HR Approval: KBH	Date: 4.2016
POSITION SUMMARY			
<p>Under the direction of the Clinical Simulation Program Manager, the Simulation Educator will work closely with content experts, course/program leaders and Clinical Simulation Program staff to develop, coordinate, implement and evaluate simulation-based education and events for the Clinical Simulation Program (CSP).</p> <p>The Simulation Educator will also serve as simulator operator by programming, testing and running scenarios with faculty instructors, assuring that faculty and equipment are set up for teaching sessions.</p>			
MAJOR RESPONSIBILITIES			
<p>Simulation-Based Learning and Education Activities:</p> <ol style="list-style-type: none"> 1. Work collaboratively with faculty and staff simulationists, Clinical Simulation Program staff and other clients and stakeholders to develop, coordinate, implement and evaluate simulation-based education and events, learning objectives, case scenarios, program planning, evaluation tools and other needs of clinical departments and groups utilizing the Clinical Simulation Program. 2. Participate in event and scenario planning meetings to provide curriculum and learning objective expertise consistent with capabilities and limitations of Clinical Simulation Program staff, equipment and facilities to meet simulationists' needs. 3. Collaborate with faculty and staff simulationists, Clinical Simulation Program staff and other clients and stakeholders to achieve consistent, integrated application of simulation-based education and events, research and other activities with the mission, strategic priorities and objectives of UW Health including (and not limited to) excellent patient care, enhanced safety, and improved outcome metrics across the system. 4. Work collaboratively with faculty and staff simulationists and Clinical Simulation Program staff conduct new faculty orientation on principles of simulation, educational techniques, debrief, and other activities as appropriate. Instruct faculty and others on technical aspects of operating simulators and equipment. Develop and lead faculty development activities including courses, individual instruction, print and online resources as appropriate for advanced simulation techniques. Maintain documentation of completion of orientation and faculty development activities. 5. Maintain two-way communication with simulationists; ensure needs from inquiries for information through execution of simulation(s) and evaluation activities are met. 6. Ensure appropriate fidelity and realism of simulation events including moulage, equipment, supplies, rooms & furniture to meet simulation-based learning objectives and simulationists' needs. 7. Ensure preauthorization for use of curriculum, equipment and facility. 8. Assure educational programs are in compliance with standards set forth by the appropriate accrediting bodies. 9. Assist with set up of simulation scenarios and equipment. 10. Participate in running simulate events and scenarios as appropriate. <p>Technical:</p> <ol style="list-style-type: none"> 11. Develop technical proficiency with basic aspects of the operation, maintenance, support, troubleshooting, repair and replacement needs for all simulation equipment. 12. Participate in preventative maintenance of equipment according to manufacturers' recommendations and scheduled maintenance to ensure that equipment is operational. <p>Basic Life Support (BLS) Instruction:</p> <ol style="list-style-type: none"> 13. Maintain certification and competency as American Heart Association Basic Life Support (BLS) Instructor. Ensure educational goals and objectives are followed. Serve as an instructor for certification courses and as individual skill checks. Coordinate documentation and submit records to appropriate association as required. <p>Organizational & Administrative:</p>			

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14. Create, update and maintain shared electronic controlled documents, reference documents, program files, and paper and electronic document archive accessed by Clinical Simulation Program staff.
15. Collaborate with team members to develop and maintain appropriate materials and protocols for scheduling, administration and record keeping of simulation-based education, orientations and trainings.
16. Maintain an archive of simulation cases and set-up guides to ensure most current information is available.

Other Responsibilities:

17. Communicate and collaborate in a positive, professional manner with faculty and staff simulationists, learners, Clinical Simulation Program staff, clients and stakeholders of the Clinical Simulation Program, UW Health leaders and personnel, community stakeholders and others to meet the mission, promote and advance the Clinical Simulation Program.
18. Provide communication and feedback to Program Manager on facility, technology, equipment, operational and other needs identified for overall maintenance and program functioning.
19. Create innovative ideas, evaluate new equipment, and identify opportunities for technology improvement and integration into healthcare education.
20. Engage in available opportunities to learn about current developments and best practices in simulation, share information and best practices externally (e.g. publications, as presenter or panelist at industry conferences and events), develop and maintain relationships with simulation specialists to engage in collaborative problem solving and innovation.
21. Attend local, regional and national meetings and conferences at the direction of the Program Manager.
22. Initiate and develop collaborative relationships with other organizations and institutions
Communicate in a positive, professional manner with faculty instructors, students, and clients of the Simulation Center.
23. Conduct facility tours; participate in events providing exposure and insight to the program.
24. Assist with marketing, public affairs and communication needs of the program.
25. Support the short-, intermediate-, and long-term teaching, research, and operational goals of the program.
26. Actively participate in strategic action plan and program improvement initiatives.
27. Assist with grant applications and the development of scholarly work.
28. Collect data to support research and commercial projects as appropriate.
29. Assist with or lead other special projects or initiatives as needed.
30. Perform other duties as assigned.

All duties and requirements must be performed consistent with the UW Health Service and Performance Standards.

POSITION REQUIREMENTS

Education	Minimum	Bachelor's degree
	Preferred	Master's degree in education, simulation, healthcare or related discipline
Work Experience	Minimum	2-3 years' experience working in a related role or field
	Preferred	Experience in patient simulation services, technologies and applications Clinical experience
Licenses & Certifications	Minimum	Certification as an American Heart Association Basic Life Support (BLS) Instructor or eligibility to obtain BLS Instructor certification within 90 days
	Preferred	Additional certification to instruct American Heart Association courses, Advanced Life Support, Advanced Cardiac Life Support and Pediatric Advanced Life Support
Required Skills, Knowledge, and Abilities		Excellent organizational skills required. Ability to logically organize details and maintain well organized current and archive document system accessed by Clinical Simulation Program staff. Excellent written and verbal communication skills. Excellent interpersonal skills. Ability to listen empathetically. Ability to effectively interact, communicate and collaborate with physician and staff simulationists, Clinical Simulation Program staff and other stakeholders on a professional level. Ability to work effectively with internal and external individuals from different disciplines and with different levels of training.

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	<p>Ability to work well under pressure, set priorities, make timely decisions and demonstrate good judgement in demanding situations.</p> <p>Ability to self-motivate and work independently.</p> <p>Ability to adjust to frequent changes in priorities, project needs and workflow.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to learn computer and application skills as applicable to role.</p> <p>Knowledge of computer hardware equipment and software applications relevant to simulator functions preferred.</p> <p>Proficiency in Microsoft software applications including Word, Excel and PowerPoint. Familiarity with database, report and project management work preferred.</p> <p>Resourcefulness and initiative to learn new skills.</p> <p>Comfortable accepting responsibility for medium to large scale projects involving multiple resources and spanning many months from start to finish.</p> <p>Ability to manage multiple concurrent projects and activities.</p> <p>Ability to react to frequent changes in duties and volume of work.</p>
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PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Work/Environmental: Moderate noise level consistent with an office environment

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.