

**Massachusetts General Hospital  
JOB DESCRIPTION**

Job Title: Senior Director, CMS Educational Leadership & International Programs  
Department: Anesthesia, Critical Care and Pain Medicine and Center for Medical Simulation  
Reports to: Executive Director, Center for Medical Simulation

Date	
FSLA	exempt
Job Code	
Job Grade	

**GENERAL SUMMARY/OVERVIEW STATEMENT:**

The Center for Medical Simulation (CMS) is a collaborative effort of the major teaching hospitals affiliated with Harvard Medical School with faculty and staff employed via the Massachusetts General Physicians Organization. CMS provides a broad range of educational and training programs to physicians, other health care providers and educators emphasizing training in teamwork, management of critical events in patient care and the use of simulation for healthcare education and research. CMS uses state of the art simulation tools and develops programs to implement its mission of using simulation to improve the education of clinicians and enhance patient safety.

The Senior Director for Educational Leadership & International Programs (ELIP) is an entrepreneur responsible to help the organization achieve its overall mission and goals by collaborating with simulation and healthcare education leaders world-wide to design, implement, and study simulation-based education, translational simulation, system testing, process improvement and generally advancing the art and science of simulation locally and globally. The Senior Director of ELIP will embrace CMS's "deliberately developmental" philosophy that encourages us and our colleagues to apply the principles of reflective practice and engages others from a stance of curiosity and respect in everyday work. Working with other simulation programs in the HMS community and others allied with CMS, the Senior Director of ELIP will catalyze and study global health simulation implementation via action and conventional research. Towards achieving these objectives, the Senior Director will continue to expand the network of CMS affiliates to host CMS' faculty development courses and to help them advance education, patient safety and simulation-based research in their geographical regions. With the aid of other CMS faculty and leaders, the Senior Director will lead entrepreneurial efforts to consult and guide educational and/or quality and safety initiatives related to simulation, will teach educator courses; lead activities to bring our communities of practice together, and build and sustain relationships with CMS affiliates, helping them identify and guide them in solving problems and reaching goals.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Under general direction from the Executive Director, leads and supervises the entrepreneurship and management of all programs under the ELIP portfolio;

- Using the world-wide network of CMS-affiliated simulation programs as a laboratory, Conducts and guides research on simulation-based education and quality and safety diagnosis and intervention within CMS world-wide network of affiliates;
- Guides curriculum and translational simulation design for programs related to the difficult conversation skill development that CMS supports on such topics as speaking up, interprofessional education, feedback.
- Generates or guides applications for research grants to study the above;
- Maintains currency in the literature of healthcare education, simulation innovation, quality and safety, educational technology and evaluates trends and promising opportunities for CMS programs;
- Participates in and helps shape the direction of the CMS Leadership Team.
- Leads the strategic planning and implementation for ELIP activities.
- Coordinates closely with the Director of the CMS Institute for Medical Simulation (educator development program) to coordinate and assist both IMS and ELIP goals;
- As s/he determines necessary, participates in educational programs as course organizer, leader, educator, lecturer, clinical role player, set-up manager, technical operator, and debriefer.
- With other faculty members of the Center for Medical Simulation, coordinates and leads activities of faculty teams to participate in programs, develop new programs, and other activities of CMS.
- Provides leadership, educational expertise and technical ability to develop curricula including educational curricula including educational goals, course content, and assessment tools for designated CMS programs.
- Oversees scheduling and logistical support for all ELIP programs;
- Develops budgets for ELIP programs and assists with programs as a whole;
- Participate in CMS industry related projects.
- Leads or participates in educational programs as course organizer, leader, educator, lecturer, clinical role player and debriefer.
- Provide oversight and as needed act with other ELIP team members to coordinate and lead activities of faculty teams to participate in programs, develop new programs, and other activities of CMS.
- Provide mentoring, guidance, and oversight to other team members developing research grants and conducting research in simulation base.
- Serves as advisor to selected scholars participating in the CMS International Scholars program
- Perform other related duties as required.

#### **QUALIFICATIONS:**

1. MD, PhD or EdD; advanced degree in education, quality and safety, or healthcare management or related field desirable.
2. Experience as a healthcare educator or change agent in medicine or nursing or allied health required. If nursing or allied health, experience in medical education and/or interprofessional healthcare education required.

3. Experience as an entrepreneur in the healthcare setting; this could include starting or building a program, fund-raising or a record of grant-related funding;
4. Clinical degree preferred, but not required.
5. More than five years of increasing responsibility in health-related education or change management programs in a hospital or academic setting.
6. At least three years experience using healthcare simulation educational or interventional approaches including demonstrated ability to educate or consult to clinician-educators.
7. Experience managing multiple deadlines and effectively managing workload & priorities while maintaining high ethical and quality standards.

#### **SKILLS AND ABILITIES REQUIRED:**

1. Comfort with entrepreneurship in the academic and non-profit context; can articulate a vision and help others move toward it.
2. Familiarity with and interest in needs assessment at the individual, group, and organizational level that allow one to find and meet the needs of organizations we work with.
3. Comfort with identifying, cultivating, and closing on various ways to get funding: grants, contract research, consulting on education, quality and safety and/or process improvement.
4. Ability to discuss projects and relationships with potential clients and, cooperating with the CMS Chief Operating Officer, successfully complete the process to build a contractual foundation with CMS research, education and affiliate organizations.
5. Comfort and willingness to reflect on one's own practice and to work in a "deliberately developmental" organization where peer feedback is the norm requiring a high degree of self-reflection, willingness to work on self-improvement and humility.
6. Skills necessary to lead and work with a diverse operational team in a complex environment under limited direction; ability to interact with hospital clinical and leadership personnel.
7. Philosophy, demeanor, behaviors that are consistent with CMS' and MGH core values, including mutual respect for all colleagues.
8. Excellent educator with the ability to contribute to CMS' course offerings. Presentation skills allowing for outstanding conduct of lectures and exercises for CMS's educational endeavors.
9. Excellent writing and research capabilities.
10. High level understanding of organizational development and human performance.
11. Computer literacy with Mac-based software including word-processing, spreadsheets, presentations.
12. Role-playing in clinical scenarios and debriefing.

#### **WORKING CONDITIONS:**

- May work in simulated or real clinical facility.
- May have occasional exposure to biological contamination, e.g., blood, needles, and hazardous electrical or mechanical energy.
- May require up to 35% travel and unusual hours to meet client requirements.
- Occasional lifting of heavy objects, typically not exceeding 25 pounds/person may be requested.

- Flexible schedule per arrangements with Executive Director.

**SUPERVISORY RESPONSIBILITIES:**

Associate or Assistant Director of ELIP if assigned, CMS and adjunct faculty, and possibly other team members.

**FISCAL RESPONSIBILITIES:**

Preparation and monitoring of budget.

**OTHER:**

Individuals with appropriate credentials will be eligible for appointment to the faculty of Harvard Medical School as an Assistant or Associate Professor. (Note, appointment as Harvard faculty does not constitute employment by Harvard. Employment is with MGH/CMS).

*The Center for Medical Simulation, Harvard Medical School, and Massachusetts General Hospital are equal opportunity employers and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.*