

**Massachusetts General Hospital  
JOB DESCRIPTION**

Job Title: Associate Director, CMS Educational Leadership & International Program

Department: Anesthesia, Critical Care and Pain Medicine and Center for Medical Simulation

Reports to: Senior Director, CMS Educational Leadership & International Program

Date	
FSLA	exempt
Job Code	
Job Grade	

**GENERAL SUMMARY/OVERVIEW STATEMENT:**

The Center for Medical Simulation (CMS) is a collaborative effort of the Harvard Medical School and its affiliated hospitals 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 sophisticated simulation tools and develops programs to implement its mission of using simulation to improve the education of clinicians and enhance patient safety.

The Associate Director, CMS Educational Leadership & International Program (ELIP), is responsible to help the organization achieve its overall mission and goals by advancing the ELIP program in its work developing and providing services to affiliated partners both domestic and international. CMS ELIP staff work with “Affiliates” to transform their organization through simulation by means of organization-development advising, simulation faculty development, and other educational interventions. Over time, it is typical for affiliates to cooperate with CMS to regionally teach CMS’ Institute for Medical Simulation courses and to help other institutions in their geographical area to advance education, patient safety and simulation-based research. These experiences can be positive and transformative. Working closely with the Senior Director, the Associate Director will partner to develop work opportunities, lead assigned affiliate relationships, develop educational methods and materials; teach educator courses; organize and manage Affiliate conferences, web meetings, projects; maintain routine contact with Affiliates; assist in helping them solve problems; match capabilities with Affiliate requirements; make presentations; occasionally teach and act in CMS’ clinical simulation courses; assist with CMS marketing and other duties as may arise from time to time.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Contributes to team-based efforts to support affiliate relationships and to attract new affiliates. Brings positive energy and design thinking to service and business development activities.
2. Under general direction from the Senior Director, leads or participates in educational programs as course organizer, leader, educator, lecturer, clinical role player and debriefer.

3. With other CMS faculty, coordinates and leads activities of faculty teams to participate in current programs, develop new programs, and other ELIP activities.
4. Develop curricula including educational goals, course content, relevant research materials, and assessment tools for designated CMS programs.
5. May assist in developing clinical simulations including design, production of scripts and guidance documentation.
6. Organizes and participates in scheduling and logistical support for all Affiliation-related programs.
7. May assist in developing budgets for Affiliation programs.
8. Participates in creating and carrying out research protocols developed by CMS faculty conducted during programs.
9. May lead in generating or supporting research grants and projects.
10. Develops as writer and researcher
11. Works with faculty to develop new offerings for ELIP and other CMS programs as required.
12. Perform other related duties as required.

### **QUALIFICATIONS:**

1. PhD or EdD in education or related field desired.
2. Experience as an educator in nursing or medicine required. Clinical degree preferred, but not required.
3. More than five years of increasing responsibility in health-related education programs in a hospital or academic setting.
4. At least three years experience using healthcare simulation as a teaching tool including demonstrated ability to educate clinician-educators.
5. Some experience contributing to business development efforts preferred.
6. Experience managing multiple deadlines and effectively managing workload & priorities while maintaining high ethical and quality standards.

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

1. Excellent presentation skills with ability to discuss projects with potential clients.
2. Excellent instructor with the ability to contribute to CMS' course offerings. Presentation skills allowing for outstanding conduct of lectures and exercises for CMS's educational endeavors.
3. Understanding of organizational development and human performance.
4. Ability to think and act as part of an agile, positive-minded and entrepreneurial team that develops, secures and delivers high-quality work.
5. Computer literacy including word-processing, spreadsheets, presentations. Desired to have ability with graphics, databases and statistics
6. Human relations and interpersonal skills necessary to work with a diverse operational team in a complex environment under limited direction; ability to interact with hospital clinical and leadership personnel

7. Role-playing in clinical scenarios
8. Excellent writing skills and some experience leading or contributing to research.

**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.
- Occasional lifting of heavy objects, typically not exceeding 50 pounds/person may be requested (not required).
- May require up to 35% travel and unusual hours to meet client requirements.
- Occasional working at home is allowed with permission of supervisor.

**SUPERVISORY RESPONSIBILITIES:**

None

**FISCAL RESPONSIBILITIES:**

None except routine expectations of assisting in cost effective conduct of job responsibilities.

**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.**