

**Massachusetts General Hospital
JOB DESCRIPTION**

Job Title: Director Institute for Medical Simulation at the Center for Medical Simulation
 Department: Anesthesia, Critical Care and Pain Medicine and Center for Medical Simulation
 Reports to: CMS Executive Director

Date	
FSLA	exempt
Job Code	
Job Grade	

GENERAL SUMMARY/OVERVIEW STATEMENT:

The Center for Medical Simulation (CMS) is a collaborative effort of the hospitals and others in the Harvard Medical School affiliated community with faculty and staff employed via the Massachusetts General Physicians Organization. The center provides a broad range of leading-edge consulting, faculty development and simulation-based training programs to physicians, other health care providers and educators emphasizing development and application of programs that positively impact healthcare performance, including clinician well-being, teamwork performance, and patient safety. One of the major goals of CMS is to develop and provide programs to implement its mission of improving safety, quality and education in healthcare.

The Institute for Medical Simulation (IMS) is the faculty development and instructor training program within CMS. The Director of the IMS is responsible to help CMS achieve its overall mission and goals by advancing the IMS and by developing successful, sustainable and impactful programs to prepare healthcare leaders, teams and educators who use simulation as a teaching, learning and preparation modality.

General responsibilities for the Director include leadership, direction and management of existing IMS educator programs and development of new training programs including web-based approaches to collective learning, establishing objectives required for different healthcare disciplines, developing curricular materials, selecting or adapting assessment tools, and marketing courses to organizations and individuals. The Director is expected to help extend the reach and diversity of teaching and learning approaches of the IMS via new technologies and modalities for distance learning and other priorities. The Director oversees the day-to-day orchestration and management of the course schedule and individual courses via other program faculty and staff and is the outward facing leader and champion of these programs. S/he also participates in programs as Course Director, present to classes and conferences of healthcare professionals, facilitate small group exercises, debriefing, etc. S/he will coordinate and facilitate teams of diverse professional colleagues in various internal and external activities. The Director is responsible for recruitment and development of IMS faculty and for IMS faculty development for CMS's Affiliate Programs (CAP). The Director will also influence and contribute to the development of CMS' Interprofessional Community of Practice (iCoP).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Under general direction from the Executive Director, leads and supervises the management of all programs under the IMS portfolio.
2. Models and enacts high quality learning conversations and reflective practice in everyday work as well as in formal teaching and learning activities.
3. Actively contributes to strategic direction of CMS via the CMS Leadership Group.
4. Leads the strategic planning and implementation of all IMS activities.
5. Supervises and mentors the educational responsibilities of all internal and affiliated faculty who are assigned to the IMS program.
6. Coordinates closely with the Director of the CMS Education Leadership and International Programs to help fulfill Affiliate goals.
7. 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.
8. 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
9. Leads in the development of curricula including educational goals, course content, relevant research materials, and assessment tools for designated CMS programs.
10. Oversees scheduling and logistical support for all IMS programs.
11. Develops the budget for IMS in collaboration with Executive Director or COO.
12. Develops, supervises and contributes to research projects related to IMS objectives.
13. Participates in CMS industry-related projects (e.g. conceptualizing device testing)
14. Works with faculty to develop new programs as required.
11. Perform other related duties as required.

QUALIFICATIONS:

1. PhD, EdD in education or related field or MD or equivalent clinical degree with Masters in education or equivalent.
2. More than five years of clinical practice or educational leadership in a hospital or equivalent setting.
3. At least five years experience as a simulation educator including at least two years educating clinical educators to use simulation for education and patient safety.
4. Research or practice experience in interprofessional healthcare education.
5. At least 2 years experience in a leadership position within a clinical department or a simulation center.
6. Experience in applied learning and reflective practice of the type used in the Institute of Medical Simulation programs
7. Experience and connections in the international healthcare simulation community of practice.
8. Has an established record of publishing in healthcare simulation or related field.

SKILLS AND ABILITIES REQUIRED:

1. Strong skills in leading and managing of educators, programs and organizational or project teams.

2. Strong skills in reflective practice and learning conversations such as feedback and debriefing both in formal and informal contexts; strong ability to provide and receive feedback with peers, supervisors and direct reports.
3. Human relations and interpersonal skills necessary to work with a diverse operational team in a complex environment under limited direction.
4. Ability to interact with hospital clinical personnel.
5. Ability to develop and teach in simulation programs including facilitating debriefings, in-session coaching of healthcare personnel including senior physicians, nurses and others.
6. Professional level presentation skills allowing presentation of organizational programs to potential clients.
7. Dynamic teaching skills using recent evidence in healthcare learning that serve as a role model within IMS courses.
8. Understanding of organizational behavior and human performance.
9. Computer literacy with PC/Mac-based software including word-processing, spreadsheets, databases and graphics.
10. Ability to converse and read in a second language, especially Spanish, is desirable.
11. Comfort as an actor role-playing in clinical scenarios.
12. Excellent writing capabilities including the ability to write project and funding proposals.
13. National or international leader in simulation or is on the way there; has a minimum of five and usually ten years of experience in simulation-based leadership and education.
14. Outstanding presenter.
15. Expert healthcare simulation debriefer.
16. Understands and values reflective practice; is able to model the Debriefing with Good Judgment approach.
17. Simulation-Based Education (SBE) or health professions scholar who is publishing or is clearly committed to publishing in the SBE, feedback, rapid cycle deliberate practice, Sim Zones, or other closely related literature.

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.

May require up to 35% travel and unusual hours to meet client and organizational requirements. Working remotely is allowed with appropriate balance in presence needed to lead, manage and facilitate creativity with colleagues.

SUPERVISORY RESPONSIBILITIES:

Supervises the program director and/or Associate Director the IMS.

FISCAL RESPONSIBILITIES:

Responsible for the financial performance of the IMS. Responsible to follow all policies and practices related to reporting and oversight of expenses in the IMS and for travel and other organizational processes.