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## **Position Job Duties**

### 531271\_Simulated Participant Coordinator

#### 45% Support training and development of simulated participants

- Recruit, orient, and provide ongoing training to simulated participants.
- Schedule and coordinate simulations including planning meetings, script reviews, practice sessions, and simulation activities.
- Prepare and maintain training records.
- Collect data using assessments, surveys or interviews.
- Coordinate training/educational activities with faculty, community partners, and other organizations.
- Support compliance with regulatory standards and university policies.
- Follow Association of SP Educators (ASPE) Standards of Best Practice
- Use evidence-based approach to drive quality improvement in simulated participant program.

#### 45% Support simulation activities

- Perform pre-simulation activities including assembling simulation learning materials, staging room(s), readying A/V equipment, and briefing simulated participant.
- Assist with event set-up and strike down.
- Conduct learner orientation (pre-briefing) prior to start of simulated session.
- Assist with participant registration.
- Assist faculty/educators in directing scenario activities in accordance with predetermined progression or script.
- Perform “on the fly” troubleshooting of AV equipment.
- Distribute and manage recording of training scenarios.
- Lead tours of simulation center
- Manage inventory of supplies and assist with ordering.
- Ensure safety for all simulation center users.



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## **Position Job Duties**

10% Professional Development

- Earn then maintain CHSE certification
- Participate in ASPE training
- Attend and present at educational workshops