



Classification Description

Job Title: Director, Center of Healthcare Training and Simulation Excellence, School of Health Professions

Pay Grade: 118

Job Code: 4022

FLSA Status: Exempt

Job Purpose

This is responsible, professional, and supervisory work in directing and coordinating corporate training/education and simulation services, functions, and programming in collaboration with the Senior Director, Health Professions Administration and Simulation Education and the Dean, School of Health Professions. Work includes oversight of operations, project management, including planning and delivery of professional clinical and theoretical training initiatives, program and staff development, faculty and community liaison, as well as leadership, service, quality, and compliance with programmatic accreditation requirements, regulations, and standards in all disciplines as they relate to corporate training/education and simulation services/education. This position will assist the Senior Director, Health Professions Administration and Simulation Education, and the Dean of the School of Health Professions with managing campus sites relevant to the role and in developing, promoting, initiating, and tracking course offerings.

General Responsibilities

Essential Functions

Serves as a liaison between the healthcare community, the community, and FSW to identify, facilitate, and manage related workforce training, simulation, and education service lines.

Work includes directing, promoting, initiating, and developing new course offerings and relationships with community health partners and the community at large.

Facilitates Corporate Training and Simulation service lines, consults with internal and external stakeholders to identify opportunities for customized training, and recommends goal-oriented business proposals and training solutions.

Promotes Corporate Training and service programs through personal contact, correspondence, and publication in coordination with, and under the direct supervision of, the Senior Director, Health Professions Administration & Simulation Education and the Dean, School of Health Professions.

Conducts training, simulation, and education needs assessments; identifies related objectives, negotiates training memorandums and contracts, articulates agreements, implements programs of study, and evaluates associated results.

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Recruits, supervises, mentors, and evaluates appropriate trainers to meet the goals and objectives.

Supervises assigned staff; recruits, interviews, and recommends candidates for hire; prepares performance evaluations in accordance with applicable policies; recommends or arranges appropriate training as needed for staff; provides regular guidance and support to accomplish objectives.

In collaboration with FSW's Marketing and Media staff, ensures the preparation and dissemination of materials promoting training and program offerings.

Supervises the development and evaluation of program registration and reporting, working closely with the appropriate related offices.

Develops and completes reports and provides analysis as requested.

Collaborates with the Dean, Senior Director, Associate Dean(s), Directors, and Coordinators to establish and maintain a long-term plan for developing Simulation Education, including potential funding sources and personnel structure.

Develops annual budget recommendations and approves expenditures within the allocated budget.

Supports multidisciplinary efforts focused on using Simulation Education with Florida SouthWestern State College students, community professionals, and partner agencies.

Collaborates with Simulation Education staff and faculty in developing, implementing, and evaluating simulation learning experiences.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree preferred or Bachelor's with Master's degree in progress and completion within sixteen(16) months.

Three (3) years of successful full-time professional work experience in the administration of a corporate training or similar program and simulation experience to include competence in planning, implementing, and evaluating programs.

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Demonstrated competence in recruitment, selection, supervision, and evaluation of personnel.

Ability to independently travel for College business.

Demonstrated ability to provide energetic and visionary leadership, create new programs and partnerships, and take emerging and established programs to a strategic level of excellence while holding the highest ethical and professional standards.

Proven engagement with professional organizations.

Active AHA certifications in BLS, ACLS, and PALS with instructor designation or ability to secure upon hire.

CHSE or CHSOS upon hire or must be obtained within twelve (12) months of hire.

Experience implementing American Heart Association (AHA) training site or training center programming.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, and walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze, and perform critical thinking skills.

Approved: November 6, 2023. Revised. December 7, 2023.