Standardized Patient Program (SPP) Coordinator – California Northstate University College of Medicine, Elk Grove, California, USA

Closing Date:
Open until filled

Description:
SPP Coordinator, Staff Position, California Northstate University College of Medicine, Elk Grove, CA. This position will be responsible for the coordination of Standardized Patient Program activities and working with faculty, standardized patients and students in the Medical Skills Center.

Effort:
1.0 FTE, full time, non-exempt

Responsibilities:
- Assists with standardized patient recruitment
- Coordinates standardized patient schedule
- Troubleshoots and reconciles payroll errors and accounts, i.e., daily work record, weekly timesheets, reporting records and time entry into payroll system
- Assist with training of standardized patients for clinical simulation
- Maintains lab security and ensures compliance with university protocols
- Complies with Medical Skills Center policies and procedures for use of laboratory spaces
- Assists with maintaining Medical Skills Center and Exam rooms environment to assure order, cleanliness and safety
- Assists with Medical Skills Center equipment use and operation as needed
- Supports new technology within the laboratory environment
- Orient s faculty and students to Medical Skills Center and equipment as needed
- Assists with standardized patient training for clinical simulation
- Programs clinical scenarios using simulation software
- Assists simulation experiences by overseeing set-up for standardized patient experiences; preparing the Exam rooms environment to replicate the clinical setting; preparing equipment and standardized patients per scenario templates, which includes, but is not limited to, applying wounds, applying moulage, and using simulation technology to replicate clinical realism; preparing equipment for simulcasting, and assisting faculty with operation as necessary; returning all equipment and supplies to designated locations; and cleaning and return Medical Skills Center and Exam Rooms environment to pre-simulation conditions
- Assists with Medical Skills Center and OSCE Exam Rooms tours to prospective students and visitors, promotes positive image of educational facilities, and ensures that labs are engaged with the university and the community
- Assists with assignments of students Medical Skills lab support
- Coordinates student/faculty Basic Life Support (BLS) training

Required Knowledge, Skills and Abilities:
- Knowledge of physician education and training requirements
- Knowledge of medical terminology
- Excellent organizational, oral, written and interpersonal skills
- Ability to speak before audiences
- Ability to communicate effectively
• Ability to plan, recruit and train individuals to be standardized patients
• Keyboarding skills and advanced knowledge of computers and various software programs (including Word and Excel); ability to orient and utilize a variety of software and applications related to the functions of the position
• Ability to work collaboratively with faculty, students, staff and parties outside of the university
• Ability to maintain and troubleshoot Clinical Skills lab equipment, simulators and simulator software
• Ability to work independently, problem-solve, and make decisions that result in the delivery of high quality simulation
• Ability to perform duties outside of normal working hours when necessary

Qualifications:
• Bachelor’s degree
• Master’s Degree preferred
• Experience with electronic databases necessary
• Experience in higher education environment preferred
• Ability to work effectively in an inter-disciplinary environment

Qualities:
• Exceptional interpersonal communication skills
• Commitment to professional excellence

Reporting:
The SPP Coordinator will report to the Director of the Standardized Patient Program.

Highlights:
California Northstate University College of Medicine (CNUCOM) is a new allopathic medical education program approved by the Western Association of Schools and Colleges (WASC) and Preliminary Accredited by the Liaison Committee on Medical Education (LCME). The curriculum will use a horizontally- and vertically-integrated interdisciplinary clinical presentation approach. Clinical presentations (patients’ chief complaints) will be the framework within which basic and clinical science knowledge will be built. Integrated curriculum will introduce the students to basic and clinical sciences for the first two years. In the third and fourth years, a community-based, clinical training model is being adopted.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University’s vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until the position is filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: e-mail: hr@cnsu.edu and/or telephone: (916) 686-7400.