**HCMC ISEC Medical Director Job Description**

**General Summary**:

The Medical Director for Hennepin Healthcare’s (HH) Interdisciplinary Simulation & Education Center (ISEC) is responsible for directing the Simulation Center as a resource for Hennepin Healthcare. As a hospital-based simulation center, ISEC serves all units, departments, and professions within the main hospital and all of its satellite sites. The Medical Director collaborates with individuals and groups within HH as well as HH’s community partners to develop and oversee implementation of simulation technologies and strategies for education, training, quality improvement and/or research. The Medical Director is responsible for ensuring ISEC’s mission is maintained and executed, and is responsible for the direct or indirect oversight of ISECs daily operations.

This person will dedicate 20% of their professional time towards ISEC medical direction.

**EDUCATION AND/OR EXPERIENCE:**

* MD/DO degree
* Completion of Simulation Fellowship or Master’s Degree in Simulation
* Intermediate to advanced computer skills

**GENERAL SKILLS AND ABILITIES:**

* Creativity, vision, strategic thinking, and the ability to conceive the long-term implications and impact of current events and trends.
* Ability to effectively educate and communicate (in written and oral form) with a variety of individuals and groups.
* Ability to successfully manage multiple inter-related and overlapping projects having competing deadlines with minimal direction.
* High level of interpersonal, management, and negotiating skills, as well as the ability to influence others to take appropriate action and/or reach their full potential.
* Leadership skills to persuade, inspire, engage, execute, manage conflict, build trust, and be decisive, demonstrating good judgment.
* Strong interpersonal skills that engender cooperation and collaboration among groups with diverse interests and background.
* Analytical, conceptual, and innovative thinking with the ability to look beyond the present, and take a pragmatic approach to problem solving.

**INTERPERSONAL REQUIREMENTS:**

* Demonstrates excellent interpersonal skills and ability to interact in a positive and helpful manner with all constituents both internally and externally in a culture of collaboration, innovation, and accountability.
* Ability to work effectively on group projects with internal and external customers in a collaborative manner.
* Applies knowledge of principles and process for providing exemplary stakeholder service and support. This includes assessment of stakeholder needs, meeting quality standards for services, and evaluation of stakeholder satisfaction.
* Maintains the confidentiality of all patient, employee, physician, student, and institutional information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

 ***Educational Development Responsibilities:***

* Actively seek to integrate simulation methods and educational technology into HH’s education, training and quality improvement strategies.
* Actively seek to integrate simulation into inter-professional training and/or education.
* Provide resources, advice, and assistance to HH’s stakeholders and ISEC staff in the development and implementation of simulation-based exercises for teaching, assessment, and remediation of trainees or practicing healthcare providers.
* Provide resources, advice, and assistance to HH’s stakeholders and ISEC staff in the development and implementation of simulation-based exercises for quality improvement of the healthcare system.
* Review physician-targeted or interdisciplinary simulation exercises for medical accuracy of events, medications, physiology, and for effectiveness in meeting learning objectives, in conjunction with ISEC staff.
* Provide resources, advice, and assistance to HH’s stakeholders and ISEC staff in setting up procedural skills sessions
* Mentor residents or other providers who are interested in developing simulation as an area of expertise.
* Provide faculty development and mentoring in simulation-based educational methodology
* Provide oversight of the simulation facilitator and debriefing courses.

***Program Development:***

* Remain knowledgeable about new developments in the field of simulation, including educational methods, equipment and policies/procedures.
* Belong to and participate in the Society for Simulation in Healthcare (SSH)
* Belong to and participate in a specialty specific simulation committee (e.g. SAEM Simulation Academy)
* Review the following ISEC parameters quarterly: services provided; types of users; space and equipment utilization; educational programs available and implemented; quality and educational effectiveness of courses, exercises, and instructors from evaluations; professional development; revenue generation; budget considerations; time and space efficiencies; staffing; accomplishments; continuous improvement plans; and new strategies.
* Provide resources, advice, and assistance to HH’s stakeholders and ISEC staff in the development new simulation models and tools, as needed.
* Lead the exploration of new, creative directions in the use of healthcare simulation and other educational technologies at HH.
* Supervise the Simulation Manager.
* Assist the Simulation Manager in screening, interviewing, selecting, and hiring Simulation Center staff, as well as creating and updating job descriptions of ISEC staff as needed.
* Oversee the orientation, training, and ongoing development of personnel, including simulation specialists and technicians

***Service Expectations:***

* Assist in marketing the Simulation Center, as needed.
* Lead the exploration of new, creative directions in the use of healthcare simulation and other educational technologies at ISEC.

***Research and Scholarly Activity Expectations:***

* Provide advice, resources, and/or mentorship to faculty who pursue educational research using simulation.
* Publish in the area of simulation / education
* Develop or maintain a national presence in the field of Simulation, through participating in projects and leadership in organizations such as SSH and specialty specific simulation groups (e.g. the SAEM Simulation Academy)

**Administrative Responsibilities:**

* Maintain the mission of the Simulation Center.
* Develop priorities and strategies for the efficient and effective operation of the Simulation Center
* Develop and review Simulation Center goals, objectives, plans, policies and procedures, guidelines, and standards.
* Coordinate the allocation of space and resources in the Simulation Center on a strategic level, including assisting the Simulation Manager when conflicts for space utilization between user groups arise.
* Assist the Simulation Manager in adjusting Simulation Center activities in order to operate within any resource constraints (i.e. limited personnel, equipment, etc.)
* Develop and update the strategic plan.
* Oversee or assist with the development and administration of the annual budget, in conjunction with the Simulation Manager.
* Identify and prioritize capital equipment needs, in conjunction with the Simulation Manager.
* Advocate for necessary resources, including equipment and personnel, for the Simulation Center to achieve its mission.
* Represent the Simulation Center to HH’s executive leadership.
* All other duties as assigned.

**QUALIFYING STATEMENT:**

The above duties and responsibilities are intended to describe the general nature and level of work being performed by employees assigned to the job. They are not an exhaustive list of all duties and responsibilities assigned to this job.