



Job Description – Medical Simulation Coordinator (AFMMAST)

OVERVIEW

Works in established locations stateside and overseas to provide management of the simulation program at assigned medical training facility. Simulation Coordinator will work in conjunction with a simulation operator and the site facilities Education and Training (E&T) personnel, and are responsible for ensuring that simulation center operations aligns with organizational training.

PRIMARY RESPONSIBILITIES/TASKS

- Management of the simulation program at their treatment facilities based upon the premises of quality customer service, coordination, and execution.
- Work in conjunction with the simulation operator and their treatment facilities Education and Training (E&T) personnel, and are responsible for ensuring that simulation center operations aligns with organizational training.
 - Perform a learning needs assessment, and design a simulation plan to address the identified needs.
- Responsible for enterprise-wide initiatives such as but not limited to, creation of combat, clinical, and air evacuation/critical care air transport simulation scenarios; research and development efforts; military utility equipment testing; and beta testing of educational tools and programs.
- Responsible for maintaining and operating part-task trainers, high fidelity simulators, and surgical simulators (at some sites) in addition to the necessary supporting supplies and equipment.
- Apply supervisory skills such as timely feedback, performance appraisal, handling conflict in the workplace, documenting subordinate behavior that does not meet identified standards, team building proficiency, and motivating staff toward desired outcomes.
 - Collaborate with the AFMMAST, organization's leadership, and education and training personnel to assess the organization's learning needs that can be met through simulation activities.
 - Plan and execute educational activities based on assessed training needs. These activities include:
 - Assist in developing and publishing utilization of standardized training scenarios in conjunction with the CPO Curriculum Development Team (CDT),
 - Assist each of the unit's functional training managers in identifying gaps, from simulator capabilities, to report to the Medical Readiness Staff Function and document in the Medical Readiness Decision Support System,
 - Coordinate on-going simulator Readiness Skill Verification (RSV) training and skills verification as part of the overall sustainment of skills,
 - Coordinate the delivery of medical simulation expertise and support to standardized courses which lend themselves to simulation, such as: Basic Cardiac Life Support, Pre-Hospital Trauma Life Support, Pediatric Advanced Life Support, Advanced Cardiac Life Support, and Trauma Nurse Corps Curriculum.
- Support simulation needs of other formalized training programs as appropriate
- Assess the suitability of simulation scenarios already developed and make recommendations to in order to adopt or adapt them as appropriate.
 - Assist in developing and publishing utilization of educationally sound simulation curriculum as needed.
 - Interface with AFMMAST CPO/Program Administration Management for medical simulation equipment procurements.

KNOWLEDGE/SKILLS/ABILITIES AND OTHER REQUIREMENTS (KSAO's)

- 10 years of clinical experience
- 5 years of educational/training experience
- Licensed Healthcare professional (Paramedic, RN, PA, etc.)

- 1 year of military medical experience and deployment experience
- Excellent verbal, interpersonal and written communication skills
- Strong analytical, problem-solving and flexible decision making capabilities
- Team player with the ability to multi-task in a fast-paced work environment
- Ability to work under strict deadlines in a fast-paced environment
- Ability to work with all levels of internal staff, as well as outside clients and vendors
- Excellent problem solving skills with ability to analyze situations, identify existing or potential problems and recommend solutions
- Proficiency in MS Office Applications (Word, PowerPoint, Outlook, Excel)

Preferred KSAOs:

- Previous military experience particularly military medical experience
- Previous military experience particularly military medical experience
- Familiarity with military medical readiness training
- Certified professional certifications, including Certified TeamSTEPPS instructor, Certified BLS-Healthcare Provider Instructor, Certified ACLS and PALS instructor

EDUCATION

Bachelor's Degree in education/training, or a medical technology discipline; Prefer a Master's degree.