Assistant Director for Standardized Patient (SP) Training

Reports to: Director for Standardized Patient (SP) Training
Department: Clinical Skills Testing & Continuous Professional Development
E/NE Status: Exempt
PT/FT Status: Full-time

About The National Board of Osteopathic Medical Examiners (NBOME):

The National Board of Osteopathic Medical Examiners (NBOME), founded in 1934, is an independent, nongovernmental, not-for-profit organization whose mission is to protect the public by providing the means to assess competencies for osteopathic medicine and related health care professions. Osteopathic medicine is a rapidly growing area in healthcare with a whole-person centered approach to medicine. Doctors of osteopathic medicine (DOs) are one of the most rapidly growing fields in medicine today. In 2020, one in 5 physicians in the US is expected to be a DO.

The NBOME is recognized for excellence in the national and the international arena of osteopathic physician testing and evaluation. The NBOME's Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) is the examination series universally accepted for osteopathic physician licensure in the United States, as well as by physician licensing authorities in numerous other international jurisdictions. In addition, the NBOME produces a number of other osteopathically distinct assessments for other purposes and assessments for other professional clients.

The NBOME has two locations: the Chicago Corporate Offices (near O'Hare Airport) and the Philadelphia Executive Offices (outside of Philadelphia in Conshohocken). A National Center for Clinical Skills Testing is at each location. The Assistant Director for SP Training is located in the Chicago office, which borders the suburbs of Park Ridge and Rosemont.

Expectations for all employees:

Supports the organization’s mission, vision and core values by exhibiting the following behaviors: upholding the public’s trust for patient safety and high quality health care, acting with integrity, honesty, professionalism and fairness, taking personal and professional accountability for behaviors, actions and outcomes, striving for excellence through embracing change, continual learning and improvement, and working in a climate of collaboration with trust, respect and cooperation.

Summary of duties and responsibilities:

The Assistant Director for SP Training will supervise and manage all aspects of SP Training for NBOME’s COMLEX-USA Level 2-PE, the performance evaluation of COMLEX-USA. This position will lead the SP Trainers in the coordination and delivery of Standardized Patient (SP) recruitment and training, as well as the retention of the Standardized Patients for NBOME. He/she will assist in training the SPs to provide accurate case portrayal and encounter documentation as a part of the medical student evaluation, will help
coordinate and monitor the examinations, and will perform administrative roles on examination days on a rotating basis. Work hours will include evenings and weekends.

*Please note the expected start date of this position is late 2016/early 2017.*

**Responsibilities:**

- Supervise SP Training, including orienting the trainers to COMLEX-USA Level 2-PE, develop the training protocols, train the Trainers in areas such as documentation of history-taking and physical examination, and rating of communication and interpersonal skills. Manage the SP recruitment program and pretesting schedules.
- Aid in coordinating and delivering the daily implementation of the operational policies and procedures pertaining to the recruitment, training, retention, and quality assurance associated with the SPs and staff involved in the NBOME COMLEX-USA Level 2-PE. Includes serving as Trainer-On-Duty and Administrator-On-Duty for examination oversight and implementation.
- Train and supervise standardized patients in the realistic and consistent portrayal of cases, accurate and consistent checklist recording and assessment of doctor-patient communication skills.
- Actively participate in research activities under the direction of the NBOME leadership. Network with other agencies, and professional organizations regarding SP training. Represent NBOME in relevant projects as assigned. Other duties as requested by supervisor or senior leadership staff.
- Maintain database for Quality Assurance (QA) assignments for each SP/case
- Make sure QA done by standby SP’s and SP Trainers is reflected in Orion; highlight in double scoring spreadsheet if appropriate.
- Keep staff informed of the QA status and needs for each SP, including physician portrayal certification.
- Maintain SP training files - includes refreshing and remediation forms

The Assistant Director for Standardized Patient (SP) Training will join a dynamic team that is passionate about the NBOME’s mission to protect the public by providing the means to assess competencies for osteopathic medicine and related health care professions.

**Skills Needed:**

- Bachelors’ degree in Education, Nursing or health-related discipline and/or licensure or eligibility for licensure as a Registered Nurse
- 5-7 years previous experience in teaching, standardized patient work, management and/or administration
- Familiarity with and experience in the principles and practices of clinical medicine and adult education
• Ability to work well and communicate clearly and effectively with a variety of people including members of the NBOME staff, physicians, students and standardized patients.
• Ability to be well organized and work effectively on multiple tasks.
• Ability to work effectively both as part of a team and independently.
• Capacity for flexibility and adaptability in different work situations, skills in problem solving.
• Proficient in MS applications including Access, Excel, Powerpoint and Word

To Apply:

Forward a letter of interest and resume to HRadmin@nbome.org with position noted in subject.

The NBOME is an equal opportunity employer. All applicants must be legally eligible to work in the United States.