Assistant Director for Standardized Patient (SP) Training

Reports to: Director for Standardized Patient Training
Department: Clinical Skills Testing
Location: Conshohocken Office
PT/FT Status: Full-time, Exempt

**Summary of position:**
The Assistant Director for SP Training will supervise and manage all aspects of SP Training for COMLEX-USA Level 2-PE and client examinations. This position leads SP Trainers at a National Center for Clinical Skills Testing in the coordination and delivery of SP recruitment, training and retention at that site. The ADSPT will assist in training the SPs in accurate case portrayal and encounter documentation, will help coordinate and monitor the examinations and will perform administrative roles. Work hours include evenings and weekends.

**Responsibilities:**
- Supervise SP Training, including orienting trainers to COMLEX-USA Level 2-PE and client examinations, help develop training protocols, train the Trainers in areas such as documentation of history-taking and physical examination, and rating of communication and interpersonal skills.
- Manage local SP pool, including recruitment, scheduling, retention, and performance issues.
- Aid in coordinating and delivering the daily implementation of operational policies and procedures pertaining to recruitment, training, retention, and quality assurance of SPs and staff involved in Level 2-PE and client examinations. Includes serving as Trainer-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 direction of VP for Clinical Skills Testing. Network with other agencies and professional organizations regarding SP training. Represent NBOME in projects as assigned.
- Ensure QA by SPs and Trainers is reflected in SimulationIQ; highlight in double scoring spreadsheet.
- 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
- Other duties as requested by supervisor or senior leadership staff.

**Qualifications:**
- Bachelors’ degree in Education, Nursing or other related field
- 5-7 years 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, multi-task, and 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 Excel, PowerPoint and Word

**To Apply:**
Please submit resume and letter of interest summarizing your qualifications to Human Resources by email at HRadmin@nbome.org.
The NBOME is an equal opportunity employer. All applicants must be legally eligible to work in the United States. *NBOME is an E-Verify participant.*