

Attachment 5: Staffing Plan and Job Descriptions for Key Personnel

Network Director, Employee of UMRHN

Karen Nichols serves as the Network Director for UMRHN. She has held this position since June 2014. The Network Director is a full-time position (1.0 FTE). The Network Director will oversee the project and provide guidance for the Project Director. Responsibilities include:

- Overseeing the network's administrative, fiscal, and business operations
- Providing leadership in developing the programmatic, organizational, and financial plans that fulfill the goals and objectives of the program
- Work with Project Director and Steering Committee to assure that goals are being achieved
- Facilitating program, organizational, and financial plans and policies authorized by the Network Board
- Coordinating with partners by sharing and obtaining information
- Conducting status assessments in process of meeting stated goals and objectives
- Assisting with planning, promoting, setting up, and evaluating education programs
- Coordinating UMRHN Committees to accomplish goals and objectives

The Network Director is evaluated annually. First, the Network Director provides a written summary of the preceding year's events and activities, including progress towards stated goals and objectives. Then, the UMRHN Executive Committee reviews and discusses the report and provides input on satisfaction regarding the level of achievement. A final review is conducted by the Board of Directors to provide input and recommendations.

Director of the USCL Collaborative Program and Clinical Practice Integration Consultant, Contract with USC Lancaster Faculty, Courtney Catledge

Courtney Catledge will facilitate a bridge between the Nursing program at USC Lancaster and the Health Coaching pathway, including promoting the Health Coaching pathway to CNA and BSN nursing students and offering clinical practice sites for students to practice coaching skills.

Simulation (Sim) Lab Coordinator / Project Director, Contract with USC Lancaster (USCL)

Since this is a new position and dependent upon grant funding, it is currently vacant. Once the Notification of Award is made (anticipated June 1, 2023), the job description can be posted immediately. In addition, Dr. Catledge has three potential candidates in mind. The projected starting date for the position would be July 1, 2023).

This position will be funded 0.75 by the RHND grant and 0.25 by USC Lancaster. The Sim Lab Coordinator / Project Director will serve as the primary contact for the simulation lab at USC Lancaster and will identify opportunities to expand usage by students from Lancaster and Chester County. This full-time position requires the ability to plan, implement, and direct programming that meets the needs of the community. The position also requires the ability to effectively communicate and work with a variety of diverse individuals, groups, and organizations including medical professionals. The Sim Lab Coordinator / Project Director reports to the Director of the USCL Collaborative Program, Assistant Dean of Academics (USCL), and UMRHN Network Director. The Sim Lab Coordinator / Project Director works with USCL administrative team and faculty to assure high quality simulation-based education, and simulation standards of best practice.

POSITION SUMMARY

The Simulation Lab Facilitator/Educator is responsible for providing day-to-day facilitation of simulation-based learning experiences across the curriculum according to standards of best practice as well as in collaboration with various community partners. This includes but is not limited to assisting as needed with set-up and preparation of simulation scenarios; facilitation of simulation experiences from prebrief to debrief; evaluation of simulation scenarios, coordination of the Standardized Patient (SP) program, and coordination of simulation-based activities. In addition, the Simulation Lab Facilitator/Educator will oversee the operation, maintenance, troubleshooting of healthcare simulation equipment, including manikins, monitors, computers and audiovisual equipment in collaboration with USCL IT staff. The Simulation lab Facilitator/Educator will oversee the training of faculty and staff who use the simulation center

QUALIFICATIONS

- Master's degree in nursing.
- At least 1-year experience with simulation-based education and/or clinical teaching preferred.
- At least 3 to 5 years clinical practice experience in direct patient care
- Certification as Certified Healthcare Simulation Educator and/or Certified Nurse Educator preferred. If not certified, must be willing to obtain.
- Unrestricted licensure as a registered nurse by the South Carolina Board of Nursing.
- Experience in planning, facilitating, and debriefing simulation-based experiences preferred.
- Knowledge of theory-based debriefing methodology preferred.
- Knowledge of working with standardized patients (SP) preferred.

- Current with simulation education, research, and standards of practice.
- Collaborative approach to working with faculty, staff, and students.
- Excellent written and verbal communication skills.
- Commitment to fostering diversity, equity, and inclusivity.

RESPONSIBILITIES

- Responsible for project/program monitoring and carrying out the award activities in collaboration with UMRHN Network Director.
- Participates in the development, implementation, and revision of simulation- based learning experiences.
- Integrates innovative and evidence-based teaching strategies in the facilitation of experiential learning
- Collaborates with faculty and the simulation advisory committee to ensure curricular mapping of simulation experiences.
- Manages the Standardized Patient (SP) talent acquisition process, including recruitment, orientation, and training.
- Participates in the needs assessment, planning, and evaluation of simulation- based learning activities.
- Collaborates with faculty and community partners on planning, revision, implementation, and evaluation of objective-driven simulations within program/projects.
- Incorporates the use of appropriate simulation modalities according to learning objectives and standards of best practice.
- Incorporates theory-based debriefing methodology to high fidelity simulation scenarios.
- Applies standards of best practice to the facilitation of procedural skills training, simulation scenarios, and simulated participant cases.
- Facilitates and coordinates simulation activities and workshops for internal and external customers.
- Assists with data collection for quality assurance and simulation program evaluation.
- Facilitates guest tours, open houses, and community service initiatives.
- Engages in individual continuing education and professional development opportunities.
- Engages in simulation scholarship and research.
- Oversees special projects and performs other duties as requested.

Educational Systems Integration Consultant, Contract with USC Lancaster Faculty, Sarah Sellhorst

Sarah Sellhorst will guide the internal University approval process, including leading the University approval process to ensure an accessible undergraduate health coaching pathway is possible for students, participating in health coaching training from an accredited provider, and participating in the revision of HPEB coursework and knowledge/skill assessments to align with NBCHWC accreditation standards.

Community Systems & Accreditation Consultant, Contract with USC Lancaster Adjunct Faculty, Lauren Thomas

Lauren Thomas will guide the internal preparation of HPEB courses at USC Lancaster towards NBCHWC accreditation, including earning National Board Certification, achieving 200 hours of coaching practice, and leading the revision of HPEB coursework and knowledge/skill assessments to align with NBCHWC accreditation standards.