

## POSITION DESCRIPTION

<b>Position Title</b>	Simulation Centre Program Leader
<b>Position No</b>	16189
<b>Faculty/Centre</b>	Health Sciences, Community and Social Studies
<b>Department</b>	Health Workforce and Simulation - Simulation Centre
<b>Classification</b>	Higher Education Lecturer
<b>Prepared By</b>	Dean - Health Science, Community and Social Studies
<b>Date</b>	May, 2024
<b>Approved By</b>	Associate Director - Human Resource Operations
<b>Primary Objectives of Position</b>	<ol style="list-style-type: none"> <li>1. Provide academic leadership and professional development across the faculty promoting a best-practice and an evidence-based approach to simulation-based education (SBE).</li> <li>2. Ensure the integrity of SBE within Vocational and Higher Education courses both, consistent with curriculum and training package requirements and contemporary practice.</li> <li>3. In collaboration with key industry and education partners, contribute to innovation in simulation and participate in relevant research activities within the faculty.</li> </ol>
<b>Manager/Supervisor</b>	Dean - Health Science, Community and Social Studies (Dean)
<b>Subordinates</b>	Simulation Technician – Holmesglen Simulation Centre (HSC)
<b>Internal Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ The faculty Dean, Clinical Chair of Nursing and Heads of Department and staff working within the HSC specifically and the faculty generally.</li> <li>▪ Faculty Lead - Digital Learning Simulation Technologies.</li> <li>▪ Relevant Institute staff across the Institute in matters pertaining to the operations and services which support the HSC.</li> <li>▪ Management and staff in departments and faculties across all levels of the Institute as required to undertake the duties and responsibilities of the position.</li> <li>▪ Simulated Participants/Patients.</li> </ul>
<b>External Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ Develop and maintain effective relationships and partnerships with industry, professional bodies, education providers and the wider community.</li> <li>▪ Participate in, and represent the Institute as required, at state, national and international networks, forums and communities of practice.</li> </ul>

## **Specific Accountabilities**

- Maintain communication with a wide range of external parties including:
    - new and continuing students participating in SBE programs
    - industry partners and representatives, including health care agencies and community service providers
    - suppliers, consultants and service providers for resources required for the operation of simulated environments
    - educational institutions, including universities, secondary, tertiary and Vocational Education and Training (VET) providers regarding simulation-based education.
  - Government and other associated agencies in relation to the operational requirement of delivering SBE programs.
1. Provide academic leadership across the faculty in relation to SBE by:
    - overseeing the development, delivery and evaluation of SBE
    - ensuring coordination of activities and compliance with relevant curricula and training package requirements.
  2. Promote a best-practice and evidence-based approach to SBE within the faculty through:
    - maintaining own knowledge of contemporary SBE through state, national and international networks and communities of practice
    - facilitating access to relevant SBE literature
    - role modelling best-practice and evidence-based teaching methods
    - implementing valid tools to evaluate the effectiveness of SBE focusing on continual improvement strategies.
  3. Ensure the integrity of SBE within the Diploma and Bachelor of Nursing programs, and faculty VET programs, consistent with current curriculum requirements and contemporary practice, including;
    - leading the SBE planning and review process
    - approving simulation scenarios prior to their implementation within a program or course
    - overseeing simulation activities across programs
    - promoting inter-professional and intra-professional SBE activities as appropriate
    - facilitating training for simulated participants
    - assisting academic staff in the development of simulation assessments and provide mentoring and regular feedback in relation to SBE
    - actively contributing to teaching teams in relation to simulation.
  4. Provide targeted SBE professional development to academic staff by designing, delivering and evaluating a simulation professional development program.
  5. Assist in the promotion, continued growth and development of the Holmesglen Simulation Centre by:
    - assisting in the development and implementation of the HSC Strategic Plan
    - seeking opportunities for research and innovation
    - delivering professional development in line with external stakeholder needs

- actively participating in the planning, implementation and evaluation of promotional and marketing activities
  - providing consultancy services.
6. Lead and contribute to innovation in simulation and participate in relevant research activities within the faculty and in collaboration with key industry partners.
  7. Support the establishment of Holmesglen Institute as a 'centre of excellence' in simulation-based education.
  8. Foster inter-collegial collaboration, both internally and externally.
  9. Oversee the usage of all simulation facilities within the faculty and establish effective business systems to support implementation of simulation including:
    - facility hire
    - human resource management
  10. Identify and establish positive relationships with key stakeholders in nursing, aged care, disability, community services and allied health.
  11. Oversee the Simulated Participant Program and its associated database and booking system for the faculty.
  12. Contribute to innovation in simulation and participate in relevant simulation-based research activities within the faculty and in collaboration with key industry partners.
  13. Support the Institute's strategic plan and vision and work to ensure that all activities align to the Institute's commitment to quality.
  14. Actively contribute to the overall growth and development of the faculty, consistent with the faculty and HSC strategic plans.
  15. Ensure compliance with the requirements of Holmesglen policies, procedures and processes, applicable legislation and relevant regulatory and governance authorities.
  16. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
  17. Act in accordance with Holmesglen safety policies and procedures, including Child Safety Standards, to ensure that departmental work areas and operations comply with relevant Occupational Health and Safety legislation.

**Qualifications and Licences**

**Minimum**

- Degree in health, community services or similar field.
- Post-graduate qualifications in simulation-based education or progress towards completion.

**Preferred:**

Masters degree in education, science or simulation

**Knowledge**

- High level knowledge and applied expertise of contemporary teaching and simulation and learning methodologies and their application in health and community services.
- A knowledge of virtual/augmented reality technologies and serious games.
- Understanding of current issues and developments in the Higher and Vocational Education and Training sectors.

## Experience

- Aptitude for innovative, flexible and vocationally relevant educational delivery.
- Extensive experience in:
  - the application of simulation across multiple contexts including, role-play techniques, simulated participant methodology and mannequin-based simulation.
  - the development of simulation scenarios for application across a range of teaching and learning situations.
  - an educational environment, including a sound background in teaching/lecturing, preferably in a higher education context.
- Experience in the development and maintenance of effective industry relationships and partnerships.

## Skills

- Demonstrated ability to effectively lead teams and work collaboratively with academic staff to optimise student learning outcomes.
- Demonstrated clinical expertise in a relevant health care or community services environment.
- Strong interpersonal and written and verbal communication skills as well as the ability to negotiate effectively and work through issues constructively with staff, students and relevant stakeholders.
- Excellent organisational and time management skills with the demonstrated ability to manage projects, meet deadlines, achieve goals and work concurrently on and prioritise competing demands.
- Excellent networking and stakeholder management skills and the ability to implement business, marketing and workforce development plans within a strategic framework.
- Demonstrated ability to:
  - work collaboratively towards a defined vision and organisational strategic goals
  - operate with a high degree of responsibility and operational autonomy
  - work under pressure whilst continuing to exercise high level judgement and sound business, educational and operational decisions in an environment of competing demands
  - work collaboratively towards a defined vision and organisational strategic goals
  - set and maintain appropriate operational standards and lead teams toward the achievement of agreed goals and objectives
  - understand and apply project management principles
  - negotiate, consult and liaise with relevant education and industry stakeholders and contacts.

## Key Selection Criteria

In addition to qualification requirements the incumbent will have:

1. High level knowledge and applied expertise of simulation methodologies and their application in health and community services.
2. Extensive experience in;

- the application of simulation across multiple contexts including, role-play techniques, simulated participant methodology and mannequin-based simulation
  - the health industry and comprehensive knowledge of contemporary issues in health care, health professional education and community services.
3. Demonstrated ability to design and deliver professional development programs with a focus on simulation.
  4. Demonstrated ability to effectively lead teams and work collaboratively with academic staff to optimise student learning outcomes through simulation.
  5. Excellent communication and interpersonal skills with demonstrated experience to actively engage with, develop and maintain effective relationships with key industry stakeholders, professional associations and other education institutions.
  6. Demonstrated organisational and proven time management skills, with a demonstrated ability to meet deadlines and work concurrently on, and prioritise, competing tasks and work schedules.

**Note**

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- This is a full-time position and requires on-site attendance.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.