



Job Title	Standardized Patient Program Manager	Job Code	COM45
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	College of Medicine	Union Code	0
		Subfamily	

Job Family & Subfamily Summary

College of Medicine Professionals are specialized and unique to the UCF College of Medicine.

Job Summary

Responsible for the supervision and management of the Standardized Patient (SP) Program for the UCF College of Medicine and Academic Health Sciences Center. Works collaboratively with faculty and CSSC staff to utilize SP methodologies to help achieve the curricular goals/objectives.

Representative Duties

1.
 - Administers the SP Program to include supervision, recruitment, training, and evaluation of employees and oversight of the program budget and annual expenses
 - Prepares and maintains policies and procedures manual
 - Oversees the development and implementation of all trainings to educate SPs on various topics including feedback training, incorporating best practices, new techniques, and quality control procedures
 - Provides ongoing evaluation of the program and implement quality improvement initiatives
 - Recommends changes to practice and procedures and develops strategies for implementation of changes
 - Provides expertise in the use of SPs for clinical skills teaching, assessment and evaluation for UCF college of Medicine and Academic Health Sciences Center (AHSC)
 - Works with faculty to develop session and assessment content, establishes performance criteria and case development
 - Provides recommendations to and collaborates with faculty in the development of scenarios designed for teaching and assessment activities involving the use of SPs
 - Trains faculty and staff in the use of SP best practices
2.
 - Serves as a spokesperson for the SP Program to various Internal and external groups and works with different departments and programs across UCF AHSC to promote the SP program
 - Collaborates with UCF AHSC leaders in the planning, oversight and implementation of new SP projects
 - Develops research projects that will be part of continuous improvement and develops leading edge best practices that can be presented/published in peer-reviewed publications/meetings
 - Networks with other members of the SP community on a local, national and international level
 - Maintains proficiency in existing and emerging trends in the use of SPs in medical education including basic theory, design and implementation, by maintaining a literature base, evaluating new methods and materials and participating in education opportunities
 - Identifies. casts, coordinates the schedule and communicates with SPs for medical simulations
 - Assigns individual SP work and tracks SP participation
 - Works with CSSC faculty and module directors to prepare and update materials for each SP encounter
 - Develops and implements training materials for SPs
 - Conducts initial and ongoing training of SPs in all aspects of case portrayal, checklist item recognition, physical exam procedures and exam operations for all case presentation and gynecologic and urologic teaching associate performances

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.