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| <b>Position Title:</b>     | <b>Standardized Patient (SP) Program &amp; Project Coordinator (Analyst)</b>  |
| <b>Recruitment #:</b>      | <b>187</b>  |
| <b>Full/Part-Time:</b>     | <b>Full-time</b>  |
| <b>Temporary:</b>          | <b>Temporary, ends on or before November 29, 2024. Any continuation beyond November 29, 2024, is contingent upon satisfactory performance and available funding. Employment is at-will.</b> |
| <b>Salary:</b>             | <b>\$3,518 - \$7,545 per month<br/>(Anticipated hiring salary will be \$5,000 per month)</b>  |
| <b>Department:</b>         | <b>Grant: Strong workforce for the Future (SWFF) Project supported by HRSA<br/>Department: Nursing</b>  |
| <b>Available:</b>          | <b>Immediately</b>  |
| <b>Special Conditions:</b> | <b>Background/Fingerprint Clearance</b>   |
| <b>Sensitive Position</b>  | <b>Yes</b>  |
| <b>Posted:</b>             | <b>January 11, 2024</b>   |
| <b>Closing Date:</b>       | <b>For priority consideration, application materials must be received by <u>January 26, 2024</u>, however, the position will remain open until filled.</b>                                  |

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

#### **APPLICATION PACKET REQUIREMENTS**

This position requires (including those on campus) submission of:

- A standard CSUB, Auxiliary job application download at: (<https://maindata.csub.edu/media/53846/download?inline>)
- Names of three (3) professional references
- Copy of degree/transcripts/typing certificate (within 2 years), *if applicable and requested*
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education, and experience required.
- Please review the Application Procedure section for instructions on how to submit your application.

**POSITION PURPOSE:** Working closely with the Project Director, the SPPC will serve as a liaison between the students, faculty, staff, other departments, and community partners, on the day-to-day program operational issues for the entire project, including the Standardized Patient Program.

The SPPC is responsible for data collection and ensuring timely reporting of data to HRSA. Responsibilities include, but not limit to, manage, and actively improve program operation, including recruitment, training and performance evaluation of the standardized patients (SPs). Develop training material for training of SP patients. Maintain OSCE schedule and schedule for SP for OSCE in collaboration with OSCE lead faculty and simulation center coordinator. Collaborate with faculty to schedule clinical simulation training for students.

In addition, the SPPC will work closely with staff and faculty to: 1) coordinate activities that support clinical partnership, including stewardship, training and retention of preceptors; 2) collect and analyze data, maintain program/ project records and statistical information related to students, preceptors and clinical sites; 3) provide administrative assistance to Faculty Mentorship Program; and 4) write, edit, and coordinate the development of promotional materials, training manuals, newsletters etc., in support of project objectives.

#### **DUTIES:**

Ensure the operation of the Standardized Patient (SP) Program

- Recruit, train, and schedule standardized patients.
- Attend outreach events to recruit new standardized patients and interview interested applicants.
- Monitor standardized patients for quality control, assuring realistic portrayal of case, accuracy in completing checklists, and effective learner feedback; and maintain documentation of such.
- Prepare standardized patient schedules and provide materials for training sessions.

#### **Auxiliary for Sponsored Programs Administration**

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- Facilitate the creation of realistic clinical scenarios, and effectively communicate with clients.
- Work with clients, faculty, supervisors, and work independently to organize logistics of each project and create SP case scenarios to best meet the clients' educational objectives for the learners and ensure that the Standardized Patient program meets the need of all stakeholders.
- Coordinate with faculty to prepare and conduct orientation for learners.
- Secure meeting spaces by requesting room reservations online.
- Assist with the purchasing of simulation equipment and attend equipment trainings.
- Set up simulation examination rooms for projects including physical exam tools and other equipment.
- Coordinate with faculty to obtain completed activity planning forms, as needed.
- Prepare proposals for non-budgeted activities.
- Coordinate with Simulation Center for scheduling activities.
- Oversee inventory of supplies for standardized patient training projects. Confirm equipment and supply needs and availability.
- Prepare project materials for SPs, proctors, and monitors. Send reminders about projects to Sim Center staff, clients, standardized patients, proctors, and monitors.
- Organize payroll and project costs for database entry.
- Document event responsibilities for new projects.
- Contribute to SP employee handbook.
- Work proficiently with Microsoft Office programs: Word, Excel, and PowerPoint. Operate audio visual equipment.
- Participate in professional development as needed.
- Identify and report to appropriate personnel, maintenance needs for facilities, software, and equipment.
- Assist in physical maintenance of the Standardized Patient facility, organize, and clean workspaces, and maintain inventory to ensure projects run efficiently.

Perform outreach, cultivation, and stewardship with community partners to enhance simulation program.

- Identify potential community partners for the SP program and SWFF project.
- Help coordinate new simulation case development with community partners.
- Create and maintain an SP database.

Provide administrative assistance to Faculty Mentorship Program and the SWFF Project

- Collect and analyze data, maintain program/project records and statistical information related to HRSA reporting.
- Maintain comprehensive database.
- Seek continuous feedback on standardized patient program from students, faculty, and standardized patients.
- Process recorded and evaluated project information to present at monthly department meetings and suggest changes needed for next cycle.
- Record the types of outreach activities, numbers of activities, and the outcomes.
- Analyze data and outcomes on faculty mentees.
- Writing travel reports and conducting follow up.
- Develop and launch Faculty Mentorship Program and standardized patient program surveys and prepare results for analyses.
- Submit end of year deliverables report.
- Data collection about Faculty Mentorship Program and SWFF Project for end of year reports.

Write, edit, and develop program materials, training manuals, newsletters etc., in support of project objectives.

- Develop a flyer for the Standardized Patient Program.
- Develop training materials for standardized patients.
- Distribute and evaluate surveys on simulation programs.
- Create marketing flyer and PR kits for cultivation meetings.
- Craft thank you letters to simulation partners including community partners, standardized patients, etc.

#### **REQUIRED QUALIFICATIONS:**

- Equivalent to a bachelor's degree and three (3) years of relevant experience.
- Experience with project or program management and outreach.
- Demonstrated skill in using major online databases and data analysis.
- Knowledge of research systems, preferably in a university setting.
- Ability to compile, write, and present reports.
- Skills in diplomacy, consensus building, negotiation, leadership, and analysis.

#### **SKILLS, KNOWLEDGE, ABILITIES (SKA's):**

- Regular and reliable attendance is required.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work

atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

- Excellent communication skills: ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling, and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures within complex, multi-cultural community.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in a related field.
- Experience with health care systems (Typhon).
- Project management experience.
- Federal grant management experience.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

**APPLICATION PROCEDURE:** The official California State University Bakersfield Auxiliary for Sponsored Programs Administration application is located at this link: <https://maindata.csub.edu/media/53846/download?inline> and must be completed in full and received in the Human Resources Office by 5:00 p.m. via email on specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. **Please email your application materials to [jobs@csub.edu](mailto:jobs@csub.edu) and reference Auxiliary #187 in the subject line.**

Applications are available outside the Office of Human Resources and may be downloaded from the CSUB Auxiliary for Sponsored Program Administration website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 6-8 weeks from the closing date for a position to be filled.

To check the status of your application, please visit the CSUB Auxiliary for Sponsored Program Administration webpage: <https://www.csub.edu/hr/auxiliary>. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience, and interest in the position.

**BACKGROUND CHECK:** A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Bakersfield Auxiliary for Sponsored Programs Administration. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**SENSITIVE POSITION:** Sensitive positions are designated by the CSU Bakersfield Auxiliary for Sponsored Programs Administration as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the Auxiliary or individuals in the university community.

**MANDATED REPORTER:** Limited: The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**GENERAL INFORMATION:** It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment.