



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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NORTHERN ONTARIO SCHOOL OF MEDICINE

JOB POSTING

Competition Number:	2017-1094-RC
Position Title:	Standardized Patient Trainer
Unit:	Educational Resources Unit (UME)
Location:	Sudbury
Number of Positions:	1
Term:	Continuing (9 months per year)
Terms and Conditions:	As per OPSEU Local 677 (Unit 2) Collective Agreement
Competition Closing Date:	July 19, 2017 at 4:00 pm

The Standardized Patient (SP) Trainer is a team member of NOSM's Educational Resources Unit and works closely with the UME Manager, Educational Resources, SP Program Coordinators, Educational Lab Coordinator and the Medical Council of Canada Qualifying Examination – Part II Leads, to provide support in the delivery of the use of standardized patients for learning sessions and assessments and support lab related student learning and assessments.

Reporting directly to the UME Manager, Educational Resources and indirectly to the Director, Equity and Quality, and under the day-to-day guidance of the SP Program Coordinators, this position will primarily be responsible in assisting with tasks related to the operations of the SP Program particularly with the training and coaching of Standardized Patients and tasks related to the delivery of Structured Clinical Skills Sessions and clinical assessments. This position also assists the Educational Lab Coordinator in the delivery of the student labs and assessments and leads the recruitment, selection, training of standardized patients and tasks related to the Medical Council of Canada Qualifying Examination –Part II

This position is covered by the Terms and Conditions of the OPSEU Staff Unit 677 Collective Agreement. A copy is available at: www.nosm.ca/careers

RESPONSIBILITIES:

- Assists in the interview process of applicants to the Standardized Patient Program.
- Assists with the delivery of SP testing and orientation sessions.
- Assists in coordinating the Structured Clinical Skills Sessions and OSCEs.
- Books SPs for patient encounters as assigned and schedules SP training sessions.
- Train SPs in portrayal of cases, physical exams and standardization.
- Train SPs on providing effective verbal feedback.
- Observe and evaluate standardized patient performance and provide feedback for quality assurance

- Record, address and resolve SP issues in collaboration with the SP Coordinators and the Manger, Educational Resources
- Collaborates with other units and / or outside agencies requesting SPs when required.
- Serves as a standardized patient when required.
- Maintains the confidential database of standardized patients.
- Assists with preparation of finance vouchers related to standardized patients services.
- Application of moulage (make-up) on standardized patients.
- Collaborates with lab and simulation staff to coordinate and integrate activities where appropriate.
- Assists the Education Lab Coordinator with supporting the delivery of the student labs and bell ringer assessments including set up and take down, lab inventory, ordering and stocking materials.
- Performs other duties as assigned.

RESPONSIBILITIES: Medical Council of Canada Qualifying Examination – Part II

- Coordinates and handles Medical Council of Canada (MCC) clinical examination activities and tasks associated with the standardized patients to meet MCC national standards including:
 - a. Implementing recruitment strategies for SP recruitment
 - b. Conducting interviews of potential SPs and making selections to meet exam needs and requirements.
 - c. Provide SP orientation
 - d. Schedule SP trainings and train SPs in portrayal of cases, physical exam and standardization
 - e. Organize dry run trainings
 - f. Observe and evaluate SP performance and provide feedback for quality assurance.
- Works closely with the MCC team including the Deputy Registrar, MCC Examination Coordinator and the Chief Examiner to train, observe and evaluate standardized patients as well as record and address SP issues
- Ensures all standardized patients complete paperwork and confidentiality agreements required by Medical Council of Canada and submit paperwork for payment.
- Participates as a team member in the effective administration of MCCQEII.
- Attends scheduled MCCQEII required meetings.
- Acts as a role-model of the organization's values in daily work activities.

QUALIFICATIONS:

Education:

A University degree in a health or education related field from a recognized University with Canadian accreditation or its equivalent in knowledge and experience.

Knowledge, Skills and Abilities:

- Minimum of one (1) year related experience is required
- Previous work with a standardized patient program, simulation or as a standardized patient
- Acting experience would be an asset
- Previous training/teaching/coaching experience
- Previous scheduling experience
- Previous experience in patient care, health related and/or educational environment an asset
- Previous experience with adult learners and/or diverse populations
- Flexible, responsive and high quality customer service
- Recruitment and interviewing experience would be an asset.
- Feedback and communication skills sufficient to communicate effectively
- Medical terminology and/or anatomy
- Moulage application
- Computer office software (word processing, spreadsheets, databases, internet)
- The Occupational Health & Safety Act and Regulations that apply to the work being performed
- Work in a consultative and collaborative fashion with a variety of other units to further the School's overall strategic objectives
- Work in collaboration with SP Program Coordinators, Educational Lab Coordinator and MCC Examination leads, in order to provide support to the Standardized Patient Program
- Work independently and collaboratively on interdisciplinary teams in a changing environment
- Work well under tight deadlines
- Work within established organizational practices, protocols and policies
- Demonstrate rational effective decision-making processes
- Use a positive approach to resolve conflict and maintain constructive working relationships despite competing needs, interests
- Perform a wide variety of tasks and change focus quickly as demands change
- Demonstrate and aptitude for working with medical equipment, electronics, cameras, computer equipment, etc.
- Available to flex hours of work, including evening and weekend hours

Language:

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be considered asset

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # 2017-1094-RC no later than July 19, 2017 at 4:00 PM to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.