



AMERICAN COLLEGE OF SURGEONS

Inspiring Quality:

Highest Standards, Better Outcomes

Surgical Simulation Education Manager

About the American College of Surgeons

The American College of Surgeons (ACS) is a professional and educational organization of surgeons that was founded in 1913 to raise the standards of surgical practice and improve the quality of care for surgical patients. The College is dedicated to the ethical and competent practice of surgery. Its achievements have significantly influenced the course of scientific surgery in America and have established it as an important advocate for all surgical patients. The College has more than 80,000 members and is the largest organization of surgeons in the world. For more information, visit www.facs.org.

Summary:

This position reports to the Assistant Director, Simulation-Based Surgical Education and Training, providing various high-level project management and strategic support of simulation-specific education, training, research, and other directives as outlined both internally and externally by the various committees of the ACS. The support will include innovative simulation-based educational program development, research grant preparation, research execution and management, committee activity support, and other joint project management.

This exempt position will report to the Assistant Director, Simulation-Based Surgical Education and Training in the Division of Education.

Primary Responsibilities:

- Support research grant-related efforts, including funding opportunity, identification, application preparation, fund management, post-project report creation, and dissemination.
- Support patient safety-related efforts, including creating and managing the Simulation-Based Educational Outcomes database, evaluating and managing the patient safety-related data, working with a patient safety expert group, and disseminating recommendations.
- Provide high-level, independent, and consistent support to ACS-Accredited Education Institutes (AEI) committees, Division of Education Committees, special/joint groups such as Simulator Industry Focus Group and Multi-Specialty Collaboration Group, and new committees or groups

Position Announcement:

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involving numerous medical, surgical and technical professionals, research scientists and educational experts.

- Contribute to various assigned projects which will involve the Research and Development processes, generate proposals supporting such initiatives, and communicate with relevant stakeholders throughout the R&D process cycle.
- Provide support in developing, implementing, and evaluating innovative simulation-based education programs, including objective and quantitative skill assessment and learning management.
- Guidance of staff in relation to relevant to periodic reviews of scientific literature, engineering/technical reports, commercial publication materials, gaming and other education-focused technology trends related to surgical modeling and simulation.
- Provide support in all efforts relating to technology, database, IT systems evolutions within the simulation area. This includes massive open online courses, e-learning, registry/database, and other specialized hardware/software items, coordination with outside vendors, and any other projects as needed.

Required Education and/or Experience:

- Master's degree from an accredited college or university is required.
- Fundamental understanding and basic experience in literature searching, grant preparation, research methodology, introductory-level statistics, manuscript/report writing, and research project management.
- Minimum of 4+ years direct experience in medical/surgical simulation training as an educator or as a simulation technician in a clinical setting.
- Strong experience in supporting various professional groups; collaboration groups; working, advisory and steering committees.
- Excellent communication skills (verbal and written) necessary to interact effectively with all levels of the organization.
- Strong experience with various computer software including, but not limited to, Microsoft Office, Adobe Acrobat.
- Experience working in a team and supervising others.

Preferred:

- Simulation Certificate (CHSE).
- Work experience in surgical simulation training.

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- Work experience as a simulation educator.
- Experience in various levels of database creation and management.

Supervisory Responsibilities: This position is required to make specific work assignments to others and to ensure their timely and accurate completion.

Fiscal Management: This position is required to provide staff support to the supervisor in the development of the unit's annual budget, program or project budget.

Physical/Work Environment: Fast paced with significant people interaction. No lifting over 20 pounds, minimal reaching bending and stooping. Performs work in a normal office environment with long hours in front of the computer.

Other Necessary Requirements: Evening or weekend duties may be required. Moderate travel (quarterly) for activities such as out of town meetings is required.

The American College of Surgeons is committed to working with and providing reasonable accommodations to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the employment process, please send an e-mail to recruitment@facs.org or call (312) 202-5000 and let us know the nature of your request and your contact information.

The American College of Surgeons will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

**Equal Opportunity Employer of Minorities, Females, Protected Veterans,
and Individuals with Disabilities**

Candidates can apply at: <https://recruiting.ultipro.com/AME1058AMECS/JobBoard/fcdd5634-1774-41fd-982f-92b3b69e46c3/OpportunityDetail?opportunityId=78ae2487-afe1-4bfa-bfd8-95caa96c45d8>

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