



**Medical Skills Coordinator**  
**California Northstate University**  
**College of Medicine**  
**Elk Grove, California, USA**

**Closing Date:** Position open until filled

**Description:**

This position will be responsible for the coordination of the Medical Skills Course including Standardized Patient activities and working with faculty, standardized patients, and students.

**Effort:**

1.0 FTE, full-time, non-exempt

**Reporting:**

The Medical Skills Coordinator will report to the first year and second year Medical Skills Course Directors

**Rate of Pay:** \$24.00-\$26.00 per hour, DOE

**Responsibilities:**

Note: "Medical Skills Center" refers to any area used for medical skills sessions, including but not limited to: classrooms, OSCE rooms, simulation rooms, or laboratory space.

- Coordinates and performs standardized patient recruitment (including interviewing and securing necessary information from potential standardized patients)
- Coordinates the standardized patient schedule
- Assists with training of standardized patients for clinical simulation
- Assists with Medical Skills Center equipment use and operation as needed
- Sets up the Medical Skills Center for student sessions as directed
- Assists in the creation of Medical Skills materials as directed
- Assists medical skills and simulation experiences by overseeing set-up for standardized patient and simulation experiences; preparing the exam rooms environment to replicate the clinical setting; preparing equipment and standardized patients per scenario templates, which includes, but is not limited to, applying wounds, applying moulage, and using simulation technology to replicate clinical realism; preparing equipment for simulcasting, and assisting faculty with operation as necessary; returning all equipment and supplies to designated locations; and cleaning and return Medical Skills Center environment to pre-simulation conditions
- Assists with assignments/scheduling of students involved in Medical Skills or Simulations
- Troubleshoots and reconciles standardized patient payroll and accounts, i.e., daily work record, weekly timesheets, reporting records and time entry, as applicable
- Complies with Medical Skills Center policies and procedures for use of work spaces and to maintain Center security



- Assists with tracking Medical Skills inventory to anticipate equipment and resource needs
- Orients faculty and students to Medical Skills Center and equipment as needed
- Assists with Medical Skills Center tours for prospective students and visitors, promotes a positive image of educational facilities, and assists in ensuring that labs are engaged with the university and the community
- Coordinates student/faculty Basic Life Support (BLS) training as applicable
- Assists in Course Assessment

**Required Knowledge, Skills and Abilities:**

- Knowledge of physician education and training requirements
- Knowledge of medical terminology
- Excellent organizational, oral, written and interpersonal skills
- Ability to speak before audiences
- Ability to communicate effectively
- Ability to plan, recruit and train individuals to be standardized patients
- Keyboarding skills and advanced knowledge of computers and various software programs (including Word and Excel).; ability to orient and utilize a variety of software and applications related to the functions of the position
- Ability to work collaboratively with faculty, students, staff and parties outside of the university
- Ability to learn to operate Medical Skills lab equipment, simulators, and simulator software
- Ability to work independently, problem-solve, and make decisions that result in the delivery of high quality simulation
- Ability to perform duties outside of normal working hours when necessary

**Qualifications:**

- Bachelor's degree, minimum, but higher preferred
- Experience with electronic databases and word processing necessary
- Experience in higher education environment preferred
- Ability to work effectively in an inter-disciplinary environment

**Qualities:**

- Exceptional interpersonal communication skills
- Commitment to professional excellence

**Highlights:**

California Northstate University College of Medicine (CNUCOM) is a new allopathic medical education program approved by the Western Association of Schools and Colleges (WASC) and Preliminary Accredited by the Liaison Committee on Medical Education (LCME). The curriculum uses a horizontally- and vertically-integrated interdisciplinary clinical presentation approach. Clinical presentations (patients' chief complaints) will be the framework within which basic and clinical science knowledge will be built. Integrated curriculum will introduce the students to basic and clinical sciences for the first two years. In the third and fourth years, a community-based, clinical training model is being adopted.



Please submit your cover letter, resume, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu). Review of applicants will begin immediately and will continue until the position is filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** [hr@cnsu.edu](mailto:hr@cnsu.edu) and/or **telephone:** (916) 686-7300.