

# Position Description



## 1. General Information

<b>Position Title:</b>	Simulation Coordinator / Educator
<b>Division/Department:</b>	Corporate – Clinical Services
<b>Position Reports to:</b>	Director of Clinical Education and Simulation
<b>Enterprise/Individual Agreement:</b>	Epworth HealthCare Nurses and Midwives Enterprise Agreement
<b>Classification/Grade:</b>	TCH41/TCH42 or equivalent
<b>Location:</b>	Epworth Healthcare sites
<b>Employment Status:</b>	Part-time (0.4 EFT)
<b>Resource Management</b> (for Management positions only)	
<b>Number of Direct Reports:</b>	Nil
<b>Budget under management:</b>	Nil
<b>Key Relationships - internal and external</b>	<ul style="list-style-type: none"><li>&gt; Clinical and support staff</li><li>&gt; Group Education and Learning Teams including Undergraduate Education</li><li>&gt; Medical staff and Visiting Medical Officers (VMOs)</li><li>&gt; External courses instructors and participants</li></ul>

## 2. Overview of Epworth HealthCare

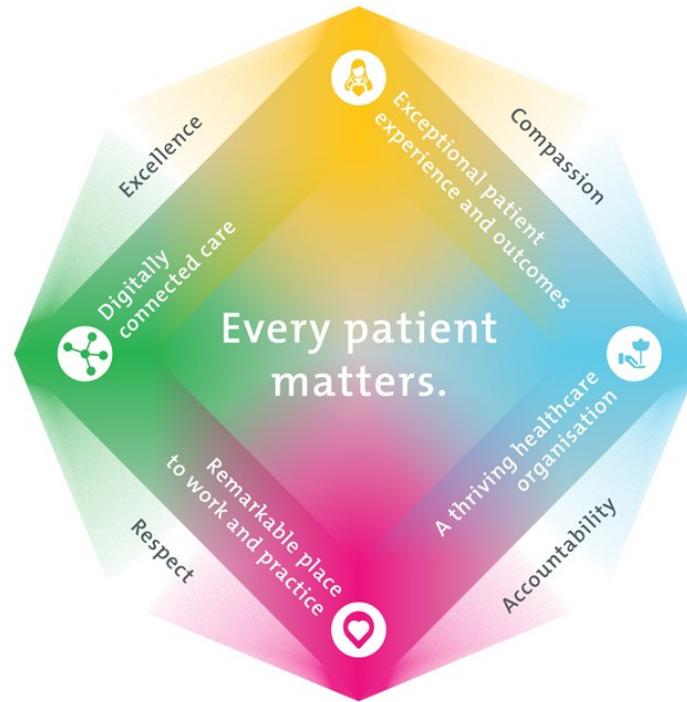
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

## 3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.
<b>Exceptional patient experience and outcomes</b> - To empower our patients and deliver compassionate, expert and coordinated care.
<b>A thriving healthcare organisation</b> - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
<b>Remarkable place to work and practice</b> - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
<b>Digitally connected care</b> - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

The Simulation Coordinator / Instructor is responsible for the development, coordination, and continuous improvement of clinical skills training and simulation-based interprofessional education across Epworth HealthCare sites.

Working as a valued member of a dynamic team, the role collaborates with faculty, educators, clinical leaders, and external stakeholders to design and deliver high-quality simulation programs that support workforce capability, patient safety, and organisational learning.

The role is responsible for the governance and delivery of simulation-based education, including building capability through coaching and mentoring, providing advanced technical oversight within simulation suites, coordinating simulation resources across facilities, and contributing to policy development, accreditation requirements, and program evaluation.

The position also contributes to simulation-based research and supports Medical Education in the delivery of procedural skills training for undergraduate medical students.

## 5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one’s own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

## 6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
1. Simulation Program Coordination	Coordinate day-to-day operations of the hospital’s simulation program. Schedule and support simulation activities across clinical areas, disciplines, and learner groups.

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>2. Simulation Delivery &amp; Support</p> <p>3. Equipment &amp; Resource Management</p> <p>4. Quality, Safety &amp; Governance</p> <p>5. Administration &amp; Reporting</p>	<p>Liaise with educators, clinical leads, and external stakeholders to support simulation delivery. Ensure simulation activities align with organisational priorities, accreditation standards, and educational frameworks.</p> <p>Prepare simulation environments, including manikins, task trainers, equipment, and audiovisual systems.</p> <p>Provide technical and logistical support during simulation sessions (in-situ, centre-based, or mobile).</p> <p>Support faculty and facilitators during scenario delivery and debriefing. Assist with scenario set-up, reset, and pack-down.</p> <p>Mentor and support staff in clinical education and simulation across Epworth Healthcare. Support the Medical Education team in delivering procedural skills training for undergraduate medical students</p> <p>Maintain simulation equipment, consumables, and inventory. Troubleshoot basic technical issues with manikins, software, and AV systems. Coordinate servicing, calibration, and repair of simulation equipment. Ensure simulation spaces meet safety, infection prevention, and risk management requirements.</p> <p>Support compliance with hospital policies, WHS requirements, and infection control standards.</p> <p>Develop and maintain policies, processes, and accreditation requirements to ensure high-quality clinical skills and simulation programs.</p> <p>Contribute to risk assessments for simulation activities, particularly in-situ simulation. Assist with data collection, reporting, and evaluation of simulation activities.</p> <p>Support continuous improvement of simulation practices and processes.</p> <p>Maintain accurate records of simulation activities, attendance, and equipment usage. Assist with preparation of reports, audits, and accreditation documentation as required. Support onboarding and orientation related to simulation facilities and processes.</p>

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
6. Collaboration & Professional Practice	Work collaboratively with multidisciplinary clinical and education teams. Contribute to a positive learning culture that promotes psychological safety. Participate in professional development related to simulation and education.
<b>Safety and Wellbeing</b> Participate actively and positively in the area of OHS to reduce all hazards and incidents within the workplace	Comply with all Epworth's OHS policies, protocols and safe work procedures at all times Ensure your actions do not put yourself or others at risk (as per Sections 21 & 22 under the OHS Act 2004) Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan Participate in and complete mandatory safety training on an annual basis and as required Actively participate and contribute to the OHS consultation processes

## 7. Position Requirements/Key Selection Criteria

COMPONENT	REQUIREMENT
Qualifications - Essential	<ul style="list-style-type: none"> <li>➤ Qualification or equivalent experience in health, education, simulation or a related field.</li> <li>➤ Health Professional with current AHPRA registration</li> <li>➤ Demonstrated experience supporting clinical education or simulation activities.</li> <li>➤ Strong organisational and coordination skills with high attention to detail.</li> <li>➤ Ability to work effectively with multidisciplinary healthcare teams.</li> <li>➤ Well-developed communication and interpersonal skills.</li> <li>➤ Understanding of patient safety, risk management and confidentiality requirements.</li> </ul>
- Desirable	<ul style="list-style-type: none"> <li>➤ Experience working in a healthcare simulation environment.</li> <li>➤ Clinical background (e.g. nursing, allied health, paramedicine) or technical simulation background.</li> <li>➤ Familiarity with high-fidelity manikins, simulation software and audiovisual systems.</li> <li>➤ Knowledge of adult learning principles and simulation-based education.</li> <li>➤ Certificate or formal training in healthcare simulation.</li> <li>➤ Postgraduate clinical specialty qualifications eg: Anaesthetics, ICU or Emergency</li> <li>➤ Certificate IV in Training and Assessment</li> <li>➤ Current Driver's licence</li> </ul>

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<p>Required Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>➤ Demonstrated interest in, and understanding of, healthcare simulation and simulation-based education.</li> <li>➤ Knowledge of the design, delivery and evaluation of clinical education and training activities within a healthcare setting.</li> <li>➤ Sound computer literacy and technical capability, including the use of digital systems and simulation-related technologies.</li> <li>➤ Knowledge of how to create and maintain a supportive, safe and inclusive learning environment for learners and staff.</li> <li>➤ Ability to apply innovative and resourceful approaches to work, with an understanding of how to anticipate and manage changing or competing priorities.</li> <li>➤ Knowledge of the principles and requirements for the management of simulation equipment and manikins, including routine maintenance, cleaning, troubleshooting, and coordination of repairs or servicing to ensure safe and reliable operation</li> </ul>
<p>Personal Attributes &amp; Values All employees are expected to consistently work in accordance with Epworth's values and behaviours</p>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to build effective relationships with a diverse range of people and to participate in effective teams</li> <li>• Ability to plan, prioritize, meet outcomes and timelines.</li> <li>• Displays initiative, motivation and self confidence</li> <li>• Demonstrates honesty and competence, is forward looking and inspiring</li> <li>• Brings people together, empower others and foster a high performing team</li> <li>• Works within a self-directed framework</li> <li>• Develops and maintains professional and collaborative relationships with key internal and external stakeholders</li> <li>• Is committed to continuous quality improvement</li> <li>• Is aligned with Epworth's Vision and Values and Behaviours</li> </ul>
<p>Customer Service Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p>	<ul style="list-style-type: none"> <li>• Role model and actively promote a culture of high-quality patient care</li> <li>• Provide excellent, helpful service to patients, visitors and staff</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience</li> <li>• Build customer relationships and greet customers and patients promptly and courteously</li> <li>• Responds quickly and proactively escalate concerns when necessary</li> <li>• Use AIDET principles in all interactions</li> <li>• Compliments to complaints ratios</li> <li>• Completes leader rounding at agreed frequency</li> <li>• Issues are escalated to the team leader and resolved in a timely manner</li> </ul>
<p>Safety and Wellbeing To ensure a safe workplace is provided for all employees and other personnel including contractors,</p>	<ul style="list-style-type: none"> <li>• All employees and other personnel under the authority of the manager are fully informed of the hazards associated with their work activities, adequately trained and instructed in safe work procedures and appropriately supervised. Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</li> <li>• Integrate and review OHS performance in staff PDPs</li> </ul>

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agency staff, volunteers and students.	<ul style="list-style-type: none"><li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures</li><li>• Ensure all hazards, incidents and injuries are reported in RiskMan within 24 hours</li><li>• Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes</li><li>• Actively participate in risk management activities</li></ul>
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## 8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature:

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Print Name:

Date:

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## 9. Document Control

Date developed:	Date last reviewed:	Developed and reviewed by (Director of Clinical Education and Simulation):
19 <sup>th</sup> March 2018	1 <sup>st</sup> Feb 2026	Tess Vawser