

Center for Simulation and Research Manual

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DATE OF ORIGINAL: Jan 1, 2018

DATE OF REVISION: May 1, 2021

EFFECTIVE DATE: 2018

SUBJECT: Fellowship Recruitment, Interviewing and Selection

The goal of the Cincinnati Children's Center for Simulation and Research (CCCSR) is to recruit a fellow annually that aligns with our mission: to "promote quality patient care, enhance patient safety, improve multidisciplinary health care communication/teamwork, and advance the field of health care simulation through innovation and research." By acquiring such a fellow, we can better expand our course listings and promote medical simulation within our institution. For recruiting and interviewing purposes, we have found the following areas of experience helpful:

1. Professionalism and Adherence to CCHMC Core Values
2. Overall healthcare experience
3. Overall education experience
4. Pediatric experience
5. Facilitation experience
6. Clinical background within one of the critical care specialties
7. American Heart Association Instructor experience
8. Patient Safety experience
9. Psychology Training
10. Research, Outcomes or Process Improvement Training/experience
11. Advanced Degrees in medicine or education

The application and interviewing process for a candidate include the following:

1. Application via REDCap intake survey, supplemented by a CV and letters of recommendation sent to Program Director
2. Review of application material by Program Director
3. First interview shall be over the phone or virtual software program by the Program Director
4. An offer of formal interview day will be extended by the Program Director
5. Interview day (in-person or by virtual software program) will include the following sessions:
 - a. Members of the operations team
 - b. Members of the education team
 - c. Members of the research team
 - d. Current and former fellows
 - e. Exit interview with the Program Director
 - f. If candidate interviews in person, a lunch session will be provided ideally with other members of the Center not involved in the above interviews

APPROVED: Aimee Gardner, BS CP, Program Director, Center for Simulation and Research

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6. Candidate will be reviewed at staff meeting
7. Concurrently, the candidate will interview within their division of clinical specialty, facilitated by the Program Director
8. If decision is made to extend offer of position to the candidate, the Program Director (Center for Simulation) and Division Director (Clinical Specialty) co-author an offer letter
9. If candidate chooses to accept, a signed letter is returned to the Program Director
10. Final decision is communicated to entire simulation team
11. Program Director directly communicates with all other applicants on decision for that fiscal (academic) year

APPROVED: Aimee Gardner, BS CP, Program Director, Center for Simulation and Research

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