CLASS SPECIFICATION
Simulation Hospital Lab Coordinator

FLSA Status: Nonexempt
EEOC Job Category: Paraprofessional
Union Representation: Represented

GENERAL PURPOSE
Under direction, performs highly complex duties in the design, development, installation, upgrade, integration, administration, coordination and maintenance of the District’s simulation hospital lab, including hands-on assistance to faculty with patient simulation scenarios.

DISTINGUISHING CHARACTERISTICS
The Simulation Hospital Lab Coordinator creates and conducts simulation scenarios and monitors and controls high-end equipment for use in the simulation hospital lab, nursing skills lab and classrooms. The incumbent serves as a technical advisor for all simulation mannequins and high-level instructional equipment and software. The incumbent performs a wide variety of advanced professional duties in the research, design, implementation and maintenance of college instructional simulation including the evaluation of the effectiveness of this instructional methodology as used in the classroom. The incumbent will implement and create scenarios as directed by faculty and curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Develops, presents, evaluates and refines scenarios utilized for simulation experiences utilizing role playing, props and dialogue to create a realistic learning environment.; develops new simulation experiences based on student or faculty identified needs and services as a resource for faculty utilizing simulation in classroom/lab activities.

2. Schedules use of the lab/equipment; provides advice and orientation to instructors regarding simulation laboratory procedures, location and use of materials, and the operation of equipment; provides training and enforcement of safety procedures to individuals, including faculty, students and staff using the simulation laboratory.

3. Sets up necessary hardware and software in the classrooms and simulation hospital lab as necessary; managers the requests for mannequins by matching requests with available equipment and manages the equipment to meet demands.

4. Performs maintenance or repairs of equipment in the simulation hospital laboratory, initiates and coordinates approved simulation laboratory renovations and repairs; tracks, orders, manages inventory; arranges for repair/replacement of broken equipment and maintains contact with local vendors.
5. Establishes annual goals and objectives for simulation hospital lab that support the programs and enhance student learning; establishes and maintains a long-term plan for laboratory development including potential sources of funding and personnel structure.

6. Monitors lab usage and tracks associated statistics to use as the basis for evaluating the effectiveness of the laboratories for recommending purchases and laboratory enhancements, and producing an annual report; conducts and completes an annual evaluation of the effectiveness of simulation for nursing and allied health students.

7. Prepares, updates and maintains a variety of comprehensive, accurate and specialized reports which involve multiple formats and manipulation and analysis and interpretation of complex and technical information for submission to faculty, department heads and the Dean.

8. Works with students who require remedial assistance or additional assistance with learning; provides student progress feedback to instructors through tracking, statistics and evaluation of effectiveness.

9. Monitors and supervises the general cleaning in the simulated hospital lab; oversees the collection and disposal of waste materials according to regulations.

10. Manages clinical laboratory expenditures and projects annual and five-year budgetary needs.

11. Participates in department meetings related to curriculum, student learning and student success.


OTHER DUTIES
1. Conducts tours and simulation sessions for internal/external groups and/or individuals.

2. Supervises, trains, and evaluates student workers.

3. Keeps current on technical and educational developments in the field of nursing simulation.

4. Assumes additional assignments as identified by the program directors.

QUALIFICATIONS

Knowledge of:

1. Nursing processes and procedures as related to patient care.
2. The multidisciplinary health care team approach.
4. Basic instructional and pedagogical concepts and methods in health care instruction.
5. Nursing and health care scenarios and methods and their application in the implementation of simulation, web and e-learning applications and tools.
6. Familiarity with the types of real situations that occur in various departments and related health care settings.
7. Methods and techniques for preparing training manuals.
8. Methods and techniques for troubleshooting equipment and software related problems.
9. Principles and practices of nursing and allied health communication.

**Ability to:**

1. Utilize analytical problem solving skills to resolve issues related to patient care simulation scenarios.
2. Work collaboratively with faculty and non-technical staff members and show sensitivity and understanding for their pedagogical, operational and instructional technology needs, as well as the needs of students.
3. Perform business process analyses and reach sound, logical conclusions regarding faculty and student simulation and e-learning needs.
4. Understand and apply the analysis of functional requirements to the development of instructional technology health care scenarios.
5. Plan and complete projects and lesson-based scenarios efficiently and in accordance with District quality standards.
6. Assist faculty in creating custom scenarios to match all levels of nursing and allied health curriculum.
7. Prepare clear, concise and accurate systems documentation and reports of work performed.
8. Communicate clearly and effectively orally and in writing.
9. Coordinate work effectively across many departments.
10. Establish and maintain effective working relationships with deans, administrators, managers, faculty, students, staff, consultants and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is possession of the minimum qualifications as set by the Board of Registered Nursing (i.e. Associate degree in nursing and 5 years of direct nursing experience or a Bachelor’s degree in nursing and one year of direct nursing experience); or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

Current, valid California State license as a Registered Nurse.

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit, talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and
other standard office equipment; and reach with hands or arms. Employees are frequently required to walk and stand. Employees occasionally stoop, kneel, bend, crouch or crawl and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District instructors, faculty, staff, students, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a nursing skills learning laboratory environment. The noise level may be moderately loud.