SIMULATION LAB COORDINATOR

Department: School of Nursing & Health Sciences

Reports To: Dean, School of Nursing & Health Sciences

Position Summary: The Simulation Lab Coordinator for the School of Nursing is responsible for using and maintaining the simulation lab and its equipment. This individual will oversee the maintenance of the equipment, will work with faculty and students to ensure the simulation learning experiences are well run and work with the external contractors to ensure mannequins and equipment are well maintained.

Essential Responsibilities:

• Demonstrates commitment to scholarship and professional development, conducting self-evaluation and goal setting annually
• Demonstrates collegiality and leadership through effective working relationships within the school and university
• Participate with and assist faculty in the development and implementation, and integration of simulation nursing activities.
• Provide leadership to the processes of purchasing and acquisition for the simulation lab and work collaboratively with the dean to manage the simulation laboratory budget.
• Train faculty, support staff, and students in selected technical aspects of simulation
• Provide instructional support in the simulation lab for students and faculty to improve competencies and skills in meeting course objectives in simulation.
• Schedule and coordinate simulation activities
• Maintain competence in the field of simulation technology.
• Maintain and update simulation lab to include, but not limited to: identifying software; supply and equipment needs; monitoring simulation equipment; troubleshooting and resolving problems.
• Maintain records, but not limited to numbers of students, faculty, or hospital staff participating in simulation; video release forms; videotapes of simulation events; confidentiality forms.
• Maintains the simulation computer laboratory and coordinates the facility as follows:
  o Conduct inventories and maintain lab supplies.
  o Anticipates supplies needed for simulations
- Maintains operational lab equipment and recommends replacement purchases.
- Coordinates equipment and services as necessary.
- Collaborate with facility liaison for scheduling use of simulation lab.
- Perform other duties as assigned in skills lab as needed.

Work Schedule Expectations: flexibility, willingness to work variable hours, days, and some evenings. Potentially some weekends.

Essential Qualifications:
- Bachelor's degree preferred.
- Personal commitment to North Park’s mission of Christian higher education
- Computer & multimedia proficiency
- Background in health science preferred
- Takes the initiative to identify tasks that need to be done, is a self-starter, and can work independently
- Maintains confidentiality
- Excellent interpersonal relationship, customer service, and communication skills
- Attention to and comfort with details
- Able to respond efficiently to faculty and student requests.
- Able to work under pressure
- Ability to effectively manage time

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.