

## **Simulation and Clinical Skills Educator**

### **Position Description**

**Education:**

Bachelor's degree in nursing is preferred. Will consider a candidate that possesses the experience and licensure below but does not hold a bachelor's degree.

**Experience:**

Minimum of two (2) years of recent experience in clinical nursing in direct patient care as a registered nurse (will consider one year with other comparable experience). Must be competent in nursing skills, adult teaching/learning skills and use of technology. Effective oral and written communication skills; ability to interact effectively and appropriately with culturally diverse groups; and must possess strong computer skills. Must be organized and able to keep supply inventories.

**Licensure:**

The Skills Educator shall hold a current unrestricted license as a registered nurse in Illinois.

**Reports to:**

Director of the Simulation and Clinical Learning

**Purpose:**

The Skills Educator (Educator) is a full-time position with the primary purpose of providing simulation and clinical skills teaching to students. The Educator collaborates with the Simulation and Clinical Skills Coordinators (Coordinators) and the Director of Simulation and Clinical Learning (Director) in implementation of all activities within the department.

**Responsibilities:****A. OPERATIONS**

1. Assists with planning, developing, implementing and evaluating plans for future use of the Centers in collaboration with the Director.
2. Manage the Simulation Center and Clinical Practice Center (CPC) Reception areas to greet students and faculty and direct them accordingly.
3. Receives and screens visitors and telephone calls requiring the use of judgment and the interpretation of policies & procedures.
4. Monitors daily operation and assists in accurate recordkeeping.
5. Schedules and coordinates training sessions, clinical lab sessions, and individual requests from Methodist College faculty, staff and students.
6. Leads tours of the Centers for a variety of groups and organizations.

7. Delegate's responsibilities to work-study student as appropriate.
8. Applies policies and procedures of the Centers and assists with revisions as appropriate.
9. Stocks and restocks all simulation bins per inventory list.
10. Assists the Coordinators to maintain inventory and equipment lists necessary for all services provided.
11. Performs a variety of administrative support duties such as coordinating supplies, printing services and office equipment.
12. Attends to a variety of administrative details such as keeping informed of SLC activities, transmitting information, developing, implementing and interpreting policies and procedures and monitoring day to day operations of the functional area to which assigned.

#### **B. TEACHING**

1. Provides on-site guided practice sessions and lab instructions for students.
2. Establishes clinical skill lab stations; sets up and removes equipment and supplies to accommodate the needs of over 50 faculty and 600 students.
3. Set up for simulation and clinical skills sessions and ensures all materials needed are available throughout clinical and practice sessions. Assist in simulation & clinical skills activities.
4. Provides teaching assistance as needed and as appropriate.

#### **C. TECHNOLOGY**

1. Develops instructional materials regarding the set-up and usage of a wide variety of clinical models and manikins.
2. Maintains currency in hospital policies and procedures related to direct patient care.
3. Inputs data and maintains software during clinical skills and simulation lab sessions as needed.
4. Utilizes departmental specific software, databases, and websites as directed.
5. Provide audio/visual technical assistance and operations during Simulation lab recordings.
6. Provide technical support related to simulation based products to Faculty, Staff, and Students. To include trouble-shooting problems, instructing on proper use, and facilitating vendor repairs when necessary.
7. With training, become competent in operation & use of the simulation & clinical lab equipment.

#### **D. SERVICE**

1. Maintains currency in hospital policies and procedures related to direct patient care.
2. Participates and assists in College events (Open House, Orientation, and Graduation).
3. Serves on College committees as appropriate and as directed by the Director of the Simulation Centers.
4. Leads tours of the Centers for a variety of groups and organizations.
5. Represents the College to internal and external constituents.

*Performs other duties as assigned by the Dean of Nursing and Director of the Simulation Centers.*

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- Must be able to lift up to 50 pounds.
- Noise levels not above a point that hearing protection is needed.

**COMMUNICATION:**

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.