

Federal Work Study Simulation & Clinical Practice Centers Position Description

Education:

Admittance to Methodist College.

Experience:

Ability to use all the functions of the computer, send and receive e-mail, perform basic computer tasks with instruction and comfortable with learning new applications. Proficient using the internet and Microsoft Office Products. Effective oral and written communication skills; ability to interact effectively and courteously with culturally diverse groups.

Purposes:

To provide assistance to the Simulation Coordinator, Clinical Practice Coordinator, Clinical Skills Educator and the students in both the Simulation Center and Clinical Practice Center.

Responsibilities:

1. Prepares stations for scheduled skill modules.
2. Ensures that each station has sufficient equipment and supplies for students to complete assigned skills or scenarios.
3. Assists students by reviewing skills, scenarios, appropriate videos and text.
4. Reviews and prepares for upcoming scenarios with the Clinical Skills Educator and/or Coordinators.
5. Monitors the disposable supplies usage and reports low supplies to the Clinical Skills Educator and/or Coordinators.
6. Cleans, including laundry, and restocks non-disposable supplies.
7. Maintains the cleanliness, order, and security of the Simulation Centers.
8. Facilitates open use of the Simulation Learning Centers during hours when faculty and staff are not present.
9. Provides availability and works with a coordinator and other student workers to ensure regular lab hours are maintained.
10. Implements approved process/policy for checking borrowed lab equipment in and out.
11. Facilitates appropriate lab activities.
12. Provides routine maintenance of manikins.
13. Provides clerical support when needed and logs student hours on the tracking form in Goggle Docs.
14. Assists with orientation of new Simulation Center student workers.
15. Maintains professionalism and confidentiality.
16. Promotes a positive image of the College to internal and external constituencies.
17. May be asked to serve as standardized patients in some clinical courses.

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to stand for extended periods of time
- Ability to perform repetitive tasks
- Ability to work independently and analytically
- Ability to deal with degrees of stress and cope
- Ability to concentrate

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- Possible exposure due to needles and IV catheters.
- Limited physical effort required.
- No or very limited exposure to physical risk.
- 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.