

## **Simulation and Clinical Skills Educator**

### **Position Description**

**Education:**

Bachelor's degree in nursing or hold a baccalaureate with a major in nursing.

**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 Simulation and Clinical Skills Educator shall hold a current unrestricted license as a registered nurse in Illinois or be eligible for such.

**Reports to:**

Director of the Simulation Learning Centers

**Responsibilities:**

- **Maintains primary responsibility for the daily operation of the Simulation Learning Centers (SLCs).**
  1. Manage the SLCs Reception areas to greet students and faculty and direct them accordingly. Receives and screens visitors and telephone calls requiring the use of judgment and the interpretation of policies & procedures.
  2. Monitors daily operation and keeps accurate records of use of the of SLC labs and provides updates to his/her supervisor as needed.
  3. Schedules and coordinates training sessions, clinical lab sessions, and individual requests from Methodist College faculty, staff and students.
  4. Fosters positive work environment within department as well as throughout college.
  5. Provides instruction for cross training of staff within department.
  6. Assists the Director-of the SLC in managing and scheduling 5-10 work study students; delegate's responsibilities to work-study student as appropriate.
  7. Monitors and responds to SLC email, as appropriate, to ensure timely response.
  8. Develops and coordinates information to maintain current LMS updates and announcements.

9. Applies policies and procedures of the SLC and assists with revisions as appropriate.
10. Schedules, maintains inventory, and equipment lists necessary for all services provided within the SLC.
11. Performs a variety of administrative support duties such as coordinating supplies, printing services and office equipment; purchase orders and invoices.
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.
13. Schedule and coordinate Standardize Patient activities and training with guidance from the Director of SLC.
14. Assumes responsibility for the daily operations of the SLC, in the absence of the Director, as an environment that supports high level teaching and learning experiences for undergraduate & graduate students.
15. Performs other duties as assigned by the Dean of Nursing and Director of SLC.

- **Assist and support in simulation and clinical activities in the SLCs**

1. Provides daily 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. Develops instructional materials regarding the set-up and usage of a wide variety of clinical models and manikins.
5. Maintain equipment and supply inventory for the SLCs. Creates supply orders of hardware, software, and clinical skills equipment and supplies. Reports need for replenishment to Director-SLC.
6. Maintains currency in hospital policies and procedures related to direct patient care.
7. Maintains currency in hospital technology and systems as an Epic Super-user.
8. Participates in faculty development programs and educational updates to enhance job performance as appropriate.

- **Manages Audio/Visual Services and resources for the college to maximize systems readiness and user satisfaction**

1. With training, become competent in operation & use of the simulation & clinical lab equipment.
2. Inputs data and maintains software during clinical skills and simulation lab sessions as needed.
3. Manage audiovisual operations (digital video/DVR systems) for capture of simulated scenarios with transfer into PC and Web-friendly achieve format. Assistance in development and maintenance of such archival system.

4. Provide audio/visual technical assistance/Server operations during Simulation lab recordings.
  5. Provide students with an acceptable level of support and availability on all workstations and other computer equipment.
  6. Provide technical support to Faculty, Staff, and Students with relation all SLC computer equipment and Laptops. To include trouble-shooting problems, instructing on proper use, and facilitating vendor repairs when necessary.
  7. Investigates new instructional technologies and makes specific equipment recommendations to the director with supporting budgetary information.
- **Provides collaboration with all internal and external constituents of the College.**
1. Assists with developing, implementing and evaluating plans for future use of the SLC as directed by the Director of the Simulation Learning Centers.
  2. Participates and assists in College events, i.e. orientation, graduation, etc.
  3. Serves on College Staff Council and other College committees as appropriate and as directed by the Director of the Simulation Learning Centers.
  4. Represents the College to internal and external constituents.
  5. Provides teaching assistance as needed and as appropriate.

#### **WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- Some physical effort required and may need to lift up to 30 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.