



HealthySimulation.com Simulation Operations Specialist – Experienced

Brief introduction to facility e.g. Name of institution, number and types of programs, size and scope of simulation lab.

Job Summary:

Under the direction of the simulation director/manager/faculty coordinator, the Simulation Operations Specialist will provide technical and mechanical support for the XYZ simulation center (or laboratory). Using industry standards and established best practice, this individual will be responsible for the audiovisual equipment, inventory, support, maintenance and setup, computer software support, as well as the care of the manikins and other equipment used in the simulation program. This position is a 12 month, full-time placement. Occasional (or regular) evening or weekend shifts may be required.

Responsibilities:

- Maintains current knowledge of simulation/lab equipment catalogs and operation manuals.
- Programs simulator software to model simulator's physiological response to instructor specifications.
- Operates patient simulators and cameras for the duration of simulations.
- Operates and maintains audio-visual and debriefing systems.
- Sets up and takes down simulation laboratory equipment.
 - May involve rapid turnover of simulation lab set up.
- Maintains and repairs all simulation equipment, including:
 - Patient simulators, computers, monitors and a variety of medical equipment.
 - Troubleshoots equipment malfunctions and contacts vendors as needed.
- Communicates effectively with faculty, administrative staff and other simulation center staff.
- Communicates effectively with manufactures regarding maintenance, repairs, updates and technology changes.

- Collaborates with supervisor to organize, maintain and restock skills lab and simulation laboratory supplies.
- Provides technical support for task trainers and multimedia peripherals including:
 - Beds/examination tables, headwalls, patient monitors, and other health care equipment
 - Medication dispensing systems
 - Vital sign monitors
- Provides theatrical production (costuming and moulage) for simulation scenarios as requested.
 - Mixes fake body fluids and creates wounds.
- Provides technical assistance, support and training to faculty, instructors and staff in use of simulation equipment.
- Coordinates simulation center schedule (including OSCE, sim and classroom) in compliance with simulation center policies working to prevent scheduling conflicts.
- Provides recommendations on equipment, supplies and materials.
- Collects data for ongoing research or grant requirements.
- Sets up and maintains surgical/procedural simulators
- Sets up and maintains computer-based training programs
- Maintains simulation activities and learner confidentiality.
- Performs other job-related duties as required.

Requirements:

- Minimum two years' experience in healthcare simulation including maintenance, repair, and technical support of simulation equipment and/or medical device systems in a large healthcare delivery setting, or equivalent combination of education and experience.
- Mechanical skills to competently maintain and use equipment in the simulation center.
- Familiarity with anesthesia machines, physiological monitoring system, infant incubators, ventilators, and other common medical device systems.
- Clinical knowledge and experience working in a healthcare related field such as EMT, paramedic, or other allied health profession certification and training.
- Strong interpersonal and communication skills (written and oral) to interact with and work effectively with other faculty, staff, students, and vendors in a positive, helpful and cooperative working relationship.
- Experience with providing technical support in networking, computer hardware or software.
- Familiarity with PC and Mac platforms with experience in MS Office and the ability to learn additional software programs, including audiovisual and computerized simulation equipment.
 - Two to three years' experience.
- Knowledge of operation of standard audio-visual equipment: projectors, microphones, portable screens, media players, etc.
- Organizational and time management skills to keep materials in order, track various projects, maintain files, and follow through assignments to completion.
- Ability to maintain confidentiality of information.
- Ability to quickly learn new technology
- Ability to express technical information clearly and simply to non-technical persons.
- Availability to work evening/weekends.

- Physical ability to lift, move, maintain and set up computer, audio-visual and simulation lab equipment weighing up to 50 lbs. without assistance.

License/Certification/Registration Requirements:

- Certified Healthcare Simulation Operations Specialist (CHSOS) required/preferred.
- Commitment to obtain CHSOS within two years of hire date.

Education (delete or adjust options as appropriate):

- BS degree in a related field such as Computer Science, Management Information Technology, Film.
- BS degree in Healthcare discipline or Medical Technology.
- AA/AS degree with at least 5 years related experience or the equivalent in the Information Technology Field.
- AS degree in healthcare field:
 - Paramedic, medic, EMT, emergency tech, C.N.A., Respiratory Therapist, L.V.N. or hospital technician
- Knowledge of medical terminology and human anatomy/physiology.
- Combination of education, training and/or experience which can be demonstrated to result in possession of the qualifications necessary to perform the duties of this position.

Closing date for application:

Method for applying including online applications:

Contact information:

The XYZ Institution is an AA/EEO/ADA employer and openly seeks diversity in its hiring practices.

Notes:

- The name of the institution may be inserted in appropriate places throughout the document.
- Responsibilities, Requirements and Education should be revised to meet individual simulation program needs.
- Salary and benefit details may be included.
- Most institutions have specific legal wording for AA/EEO/ADA statements. This wording should be substituted into the document.