**Simulation Laboratory (Center) Coordinator**

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

**Job Summary:**

The Simulation Coordinator is responsible for the day-to-day operation of the simulation center *(in the XXX Medical Center, School of XXX - choose appropriate terminology).* The Simulation Coordinator overseas the preparation, maintenance, inventory and operation of all simulation equipment/supplies and collaborates with faculty to design, plan, implement and schedule simulation activities. The coordinator ensures adherence to program policies, course objectives, program outcomes and current simulation best practice and safety measures. (Add additional responsibilities here e.g. Oversee Standardized Patients’ training and scheduling and/or virtual reality laboratories). This position is a 12 month, full-time placement. Occasional (or regular) evening or weekend shifts may be required.

**Responsibilities:**

* Coordinate and supervise the general operation of the simulation laboratory/center to provide a wide variety of patient simulation experiences.
* Act as the primary contact for scheduling all *medical center, university schools, departments and external clients* utilizing the simulation center.
* Coordinate workflow between departments.
* Oversee the regular maintenance and repair all simulation equipment, including:
  + Human patient simulators (HPS), computers, monitors and a variety of clinical medical equipment.
  + Audiovisual and debriefing systems.
  + Surgical simulators.
  + Virtual reality laboratory computers and other equipment.
* Communicate effectively with manufactures regarding maintenance, repair, update and technology changes.
  + Coordinate upgrades to software and equipment as needed.
* Provide 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
* Organize and restock simulation laboratory supplies.
* Oversee the set up and take down of simulation laboratory equipment – allowing for rapid turnover of simulation lab set up as necessary.
* Monitor and prepare laboratory budget.
* Provide recommendations for equipment and supply purchase anticipating future changes in technology.
* Ensures safety for all users.
* Maintain laboratory to meet regulation and accreditation standards.
* Collaborate effectively with faculty from the following departments *(add in relevant departments e.g. Anesthesiology, Medicine, Nursing, Pharmacy, EMT, CNA etc).*
* Incorporate best practice and evidenced-based research in program development with a focus on standardization and efficiencies across the healthcare continuum
* Assist in the development and implementation of curricula for *Pre-Medicine, Nursing, and allied health training programs. This includes development of simulation component for staff and student competency training.*
* Participate in faculty and department meetings to assist with development and implementation of simulation experiences.
* Communicate effectively all simulation laboratory educators, administrative staff and technical support staff.
* Create a positive work environment demonstrating leadership and supervision for simulation center staff.
* Complete staff reviews.
* *Coordinate training for all users of the simulation laboratory including faculty.*
* Provide orientation to new simulation lab staff and oversee their training.
* Coordinate simulation center schedule (including OSCE, sim and classroom) in compliance with simulation center policies working to prevent scheduling conflicts.
* Schedule simulation laboratory staff to support learning activities
* Network with other lab/simulation coordinators at local/state/national level to develop and utilize best practices.
* Coordinate the collection of data for ongoing research or grant requirements.
* Coordinate the set up and maintenance of computer-based training programs
* Maintain learner confidentiality.
* *Hire, train and schedule Standardized Patients.*
* Coordinates center tours.
* Performs other job-related duties as required.

Some coordinators have a purely administrative role without any educational duties. If the coordinator position includes an educational role, additional responsibilities should be added to the list above (see below).

* Assume faculty educator role for simulation as content expert.
* Conduct debriefing within scope of knowledge or assist content expert with debriefing.
* Develop simulation curricula to support course and department outcomes.
* Create and implement educational programs for new simulation faculty including prebriefing, simulation and debriefing.
* Conduct simulation exercises for Basic Life Support, ACLS and PALS.

**Requirements***: (Italics optional).*

* Minimum two years’ experience in healthcare simulation as an educator or simulation technician.
* *Minimum of two years’ experience in clinical nursing practice in an acute care setting OR*
* *Two years of full-time teaching experience in a nursing program.*
* *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.*
* Ability to meet challenges of adult learners with diverse backgrounds.
* 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.
* Supervisory Experience.
* Ability to create complex schedules.
* Ability to maintain confidentiality of information.
* Ability to quickly learn new technology
* Ability to express technical information clearly and simply to non-technical persons.
* *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):**

* *MS in appropriate field.*
* *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.
  + Instructor BLS, ACLS, PALs

**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 and the requirements of the coordinator role.
* 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.
* Degrees – add “from an accredited school”.