



Position Title: Human Patient Simulator Coordinator
Reports To: Director
Department: Center for Learning and Simulation
Prepared By/Date: Jennifer C. Brito/5-5-09
Approved By/Date: Mark Nestor/1-26-2010
Revised:

Job Code: 0780
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

The Human Patient Simulator Coordinator plays a key role in the department of learning Resources. This position will be responsible for collaborating with Medical Center campus facility to develop innovative educational courses using human patient simulators and audiovisual equipment.

This is a ground-floor opportunity to work with a multi-disciplined team of clinicians and educators as we seek to expand our existing HPS lab into a new center, lead its development, and coordinate its educational functions. A creative, hands-on, collaborative educator/administrator will be required to use pledged support and new resources to build upon existing foundation and create a state-of-the-art facility and programs for educating nursing and health sciences students, faculty multi-disciplined care teams, and health care professionals.

Essential Duties and Responsibilities:

- Coordinates program, course and class scheduling
- Maintains records of laboratory utilization
- Collects and analyzing data for evaluation and revenue purposes
- Supervises custodial personnel or other s assigned to assist in maintaining the laboratory
- Works closely with faculty to integrate the Human Patient Simulators into the learning strategies and assessment process of program curriculum
- Develops relevant scenarios to support the achievement of learning objectives
- Makes recommendations for budget and purchases of equipment, supplies and materials
- Assures that all equipment is maintained in good working order
- Participates in product specific vendor training and in maintaining the technical expertise required to effectively manage the lab and facilitate it
- Represents the Medical Center Campus at user's group meetings and other relevant organizational meetings at the local, State, and National level
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must be able to use instructional technology
- Must possess excellent communication skills (written and oral)
- Possess effective management skills
- Ability to work in a multi-ethnic/ multi-cultural environment
- Must be able to work a flexible schedule that may include evening and weekend assignments

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in a Health Care discipline, Education, Instructional Technology, or a related field and five (5) years of relevant experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name