



<b>Position Title:</b>	Part-Time Clinical Simulator Coordinator	
<b>Reports To:</b>	Clinical Simulation Coordinator	
<b>Department:</b>	Technology Support/Production Services	<b>Job Code:</b> 8142
<b>Prepared By/Date:</b>	Donna French/10-05-2011	<b>Job Group:</b> H1-NIE
<b>Approved By/Date:</b>	Dario Mercado/11-22-2011	<b>Salary Grade:</b> HF
<b>Revised:</b>	Donna French/11-22-2011	<b>FLSA Status:</b> Exempt

### **Summary:**

This position plays a key role in the department of Technology Support. Collaborates with Medical Center campus faculty to develop innovative educational courses using clinical simulators and multimedia equipment.

### **Essential Duties and Responsibilities:**

- Coordinates program, course and class scheduling
- Maintains records of laboratory utilization
- Collects and analyzing data for evaluation and revenue purposes
- Works closely with faculty to integrate the Clinical 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:**

- Knowledge and ability to use instructional technology
- Possess excellent communication skills (written and oral)
- Possess effective management skills
- Ability to work in a multi-ethnic/ multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

### **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 stand 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 walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

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 three (3) years of relevant experience
- Current Cardio Pulmonary Resuscitation (CPR) Certification

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name