

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

SIMULATION LAB TECHNICIAN

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

FLSA STATUS: NON- EXEMPT – PAY GRADE: 16-C

GENERAL STATEMENT OF JOB

The Simulation Lab Technician collaborates with campus leadership, clinical coordinators, course coordinators, faculty and staff, and supports the planning and execution of clinical learning lab and simulated patient care research and learning experiences for North campus, Deerwood Center, and web-based students with appropriate resources to facilitate effective simulation-based learning. This position assists with initiatives related to clinical simulation research and contributes to the development and continuous improvement of national standard operating procedures through best practice sharing and regular communications with campus leadership. This position leads lab and simulation scheduling and coordination efforts. This position supports the mission and philosophy of FSCJ and represents the College in interactions with clinical agencies, students, and the community.

CHRACTERISTIC DUTIES AND RESPONSIBILITIES

Prepares and gathers equipment needed for scheduled simulation for impending scenarios. Welcomes faculty/students to simulation center. Operates simulator during scenarios and identifies issues with equipment during and after scenarios are complete.

Assists faculty and Program Managers/Director with selection, planning, developing, implementation, and evaluation of patient simulation. Provides appropriate patient scenarios that objectively measure student competency on various skills and abilities.

Maintains center procedures to ensure the efficient use of time and space, proper cleaning and maintenance of equipment and facilities, and adherence to center usage protocols.

Identifies supplies needed for impending scenarios. Compiles list of supplies to be ordered and sends to appropriate academic coordinator.

Provides support for faculty and others in patient simulation scenarios and usage; serves as a facilitator for faculty and others wanting to use patient simulated activities; and promotes an environment which fosters creativity, responsiveness, and accountability.

Coordinates weekly scheduling of simulations with department faculty/chairs

Utilizes a student-centered approach to development of simulation lab programs that prioritize the interests and aspirations of the individual student, employers, and associations.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution and one (1) year of related experience, or High School Diploma or high school equivalency (GED), and three (3) years of related experience in healthcare, patient care, and/or medical simulation.

PREFERRED QUALIFICATIONS

Associate's degree from a regionally accredited institution in Biomedical Engineering, Healthcare, or related field, and one (1) year of related experience in healthcare, patient care, and/or medical simulation. Course Certification(s) in SimMan, SimBaby, and/or SimNewB Care and Preventative Maintenance.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 3/17

Revised: 8/19, 1/25/24; 9/10/25