

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

SIMULATION LAB COORDINATOR

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

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

GENERAL STATEMENT OF JOB

The Simulation Lab Coordinator, in partnership with campus leadership, clinical coordinators, course coordinators, faculty and staff, leads all clinical learning lab and simulated patient care research and learning experiences for North campus and web-based students with appropriate resources to successfully complete learning opportunities in simulated patient care environment. This position contributes to the development and continuous improvement of national standard operating procedures through best practice sharing and regular communications with campus leadership. This position supports the mission and philosophy of FSCJ and represents the College to clinical agencies, students, and the community, by leading the lab and simulation marketing, demonstrations, scheduling, and collaborative efforts.

CHRACTERISTIC DUTIES AND RESPONSIBILITIES

Collaborates with faculty and Program Managers/Director to select, plan, develop, implement, and evaluate patient simulation equipment, software, training programs, and support systems for scenarios that objectively measure student competency on various skills and abilities and meet regulatory bodies standards for competency testing and evaluation of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) specified skills and activities.

Develops and implements Center procedures to ensure efficient and effective use of time and space, cleaning and preventative maintenance/repair of equipment and facilities, and center usage protocols.

Provides college leadership for the development, implementation, and continued professional growth of simulation programs that meet the needs for educating students in the Healthcare Professions and for refreshing and enhancing the skills and knowledge of employers and employees in the healthcare community.

Leads and supports teaching faculty and others in patient simulation scenarios and usage; serves as a mentor and facilitator for faculty and others wanting to use patient simulated activities; assists with the operation of the simulators in training sessions; and promotes an environment which fosters creativity, responsiveness, and accountability.

Collaborates with the Simulation Instructional Program Manager to develop a Simulation Program strategic plan to achieve the College's mission and goals.

Researches and recommends to faculty and program managers simulation program options for lab experiences in Healthcare Professions that meet curriculum and accreditation standards.

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Promotes collaboration between faculty and program chairs in the development and coordination of computer-generated clinical simulation scenarios for patient simulator clinical experiences.

Provides, researches, and recommends to faculty and program managers on repairs and preventative maintenance on college equipment.

Plans and oversees an assessment plan and collects, compiles, and analyzes simulation statistical usage data, student and customer feedback, and appropriate performance data.

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

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution supplemented by one (1) year of related experience, or High School Diploma or high school equivalency (GED), supplemented by 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, supplemented by 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.

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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.

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