

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE N
CBA: CLASSIFIED BARGAINING UNIT

LABORATORY SPECIALIST – NURSING SIMULATION

BASIC FUNCTION

Programs, operates, and maintains medium and high-fidelity Human Patient Simulators (HPS); performs data entry for program laboratory hour logs; serves as the primary point of contact for tour requests; maintains laboratory calendars and assists in maintaining content on the School of Nursing's website.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties in support of the nursing simulation laboratory. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Supports daily operations of the nursing simulation laboratory; provides technical support to students and faculty during laboratory time; maintains HPS and laboratory equipment, including hardware and software installation, upgrades, operational checks, troubleshooting, and repair; manages simulation laboratory supplies including ordering, sorting, and organizing same.
2. Performs pre-simulation activities, such as programming patient scenarios and assembling pre-simulation learning materials and simulators; executes simulation experience, ensuring the experience documentation is available; applies moulage (e.g. mock injuries for the purpose of training emergency responses) and other items used for simulations, such as blood products, wounds, and bruising; troubleshoots any issues that arise throughout the simulations; performs post-simulation activities, such as restoring the laboratory to pre-scenario conditions; maintains HPS laboratories in a clean and orderly condition.
3. Collaborates with faculty and staff for scenario building, establishment of standardized procedures, and assistance with new technology.
4. Maintains simulation laboratory documentation and resources, including maintenance of HPS and computer laboratory reservation calendars and attendance records; assists in the maintenance of the School of Nursing website, including posting documents and adjusting posted text; and maintains documentation related to the position needed for accreditation purposes.
5. Enters/records and reconciles student laboratory hours and responds to questions from students on how the hours are calculated and tracked.
6. Conducts tours of the simulation laboratory and participates in community outreach and marketing; conducts facility tours for outside agencies.
7. Participates in accreditation and regulatory approving agency site review visits.
8. Participates in District-provided in-service training programs.
9. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Use and application of HPS equipment, including its overall functionality and limitations and programming of existing medium- and high-fidelity simulators.
2. Methods and techniques of developing and programming realistic medical scenarios for multiple simulated experiences.
3. Principles and practices of assigned equipment and device calibration and maintenance.
4. Wireless networking protocols and troubleshooting.
5. Operational characteristics of audiovisual equipment such as microphones and cameras and the associated software.
6. Medical equipment and terminology.
7. Methods and techniques of developing and posting website content.

Ability to:

1. Adapt to multiple proprietary and non-standard programming environments, such as HPS, medication dispensing systems, and electronic health records.
2. Explain complicated setups quickly, concisely, and understandably to non-technical users.
3. Create and deliver realistic character portrayals in a simulated hospital environment.
4. Manage multiple deadlines, tasks, and long-term projects while adhering to a specific day-to-day setup, operation, and performance schedule.
5. Quickly analyze and troubleshoot networking, audiovisual, and general computer issues while continuing a simulation exercise.
6. Develop an understanding of medical and industry terminology.
7. Perform public speaking while giving guided tours of laboratory facilities.
8. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
9. Exercise independent judgment within general policy and procedural guidelines. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
10. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
11. Communicate effectively in the course of performing work tasks.
12. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree and five (5) years of experience in a simulation laboratory; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and laboratory setting and use standard office equipment, including a computer and laboratory equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds or heavier weights of up to 50 pounds with the use of proper equipment and/or assistance from other staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions with possible direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.