

## **Simulation Laboratories Information Specialist**

### **Job Code 50015403**

#### **General Description**

Manage and ensure operational readiness of state-of-the-art simulation laboratories in the School of Nursing.

#### **Examples of Duties**

Provide logistical support for simulation activities including: set-up and tear down of high-fidelity manikins, computers, and audio visual equipment.

Maintain records on simulation software licensing, equipment usage, trends, and available resources.

Recommend hardware and software for purchase based upon evaluation of available products.

Setup hardware and software in the labs as necessary.

Assist in conducting monthly/ yearly inventory of materials, equipment, tools and supplies.

Assist with operating and programming of simulator equipment for simulation sessions.

Provide instruction and orientation to the simulation lab users in the use and care of the simulation technology, audiovisual equipment and its safety procedures.

Ensure maintenance of labs as professional, clean, safe, and operational facilities.

Serve as a liaison between the School of Nursing and the manufacturers of technology, audiovisual, and simulation equipment.

Work closely with Simulation Lab Coordinator.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Working with high-fidelity manikins in a simulation lab environment; databases, spreadsheets, simulation-related programs and technology.

**Skill in:** Preparing clear, concise, grammatically correct reports, letters, memos, forms, and proposals; working as a team member and effectively directing the work of others; establishing rapport with a variety of clients;

**Ability to:** Understand complex written job procedures, instructions, catalogs, and manuals; perform basic math; explain technical material to lay persons, train faculty, staff and students; make oral presentations; identify and recommend technology that will enhance simulation labs; determine which existing equipment/ software will best meet learning objectives in simulation labs and troubleshoot hardware/ software problems.

#### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

#### **Other Requirements**