

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Simulation Coordinator	FLSA status:	Exempt
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DEPARTMENT:	Nursing	REPORTS TO:	Chair of Nursing Programs
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Position summary: The position of the Simulation Coordinator is to assist the nursing and health science faculty in the use of simulation activities to enhance and/or partially fulfill the clinical learning requirements of students in the nursing and health science programs.

Position responsibilities:

- Provide leadership and coordination of clinical/simulation laboratory operations to support faculty and students in the implementation of program curriculum and to support the mission and philosophy of the nursing and health science education unit.
- Collaborate with nursing and health science faculty to create simulation activities to meet specific student learning objectives and assist faculty to develop and implement appropriate and effective simulation activities using simulation equipment and/or standardized patients.
- Assist faculty in planning and implementing simulation activities that integrate with current best practices and follow curricular theoretical framework and utilize laboratory resources appropriately
- Translate scenarios requested by faculty into a skills lab or high-fidelity simulation scenarios
- Provide instructional support in the simulation and skills labs for students and faculty to improve student competencies and skills in meeting course objectives providing orientation and training as needed.
- Orient faculty and students to new equipment, technology, and best practices in the simulation laboratories
- Facilitate simulation scenarios and program adopted debriefing procedures providing collaboration and feedback to students and faculty when needed
- Provide oversight to students for skills practice and remediation collaborating with teaching faculty improvement plans to address student learning gaps
- Provide scheduled open lab sessions to support student learning
- Oversee tours of the simulation center when needed for internal and external stakeholders
- Oversee the daily operations of the simulation and skills labs, including scheduling, setting up, and breaking down labs and simulation environments
- Maintain and manage lab equipment, supplies inventory, and technology, ensuring their safe and effective use.
- Demonstrate personal and professional growth that supports the positive use of simulation for student growth through simulation learning.
- Participate with program faculty in the development, implementation, and evaluation of nursing and health science programs as it relates to the use of simulation.
- Participate in updating lab policies and standards that follow national and state standards affecting students and faculty in simulation.
- Report and collaborate with instructional faculty or Chair to resolve student issues
- Engage in evaluation of simulation practices in an effort to improve effectiveness of learning in simulation.
- Supervise the simulation assistant in simulation laboratory duties.
- Report for lab activities on time and promptly notify the appropriate instructor and Chair in the event of an unscheduled absence.
- Earn nursing education units related to simulation to maintain nursing licensure.
- Maintain a professional working relationship with students, fellow faculty members, administration, staff and clinical personnel.
- Assist in the recruitment of students when appropriate.
- Serve as a faculty sponsor for student organizations if selected by the appropriate administrator.
- Participate in professional and community activities for the improvement of the college.
- Attend and participate in all faculty, committee, and program/college meetings as assigned.
- Participate in the activities of the total faculty in ways, which benefit the college, the unit in nursing and health science programs, and the faculty.
- Serve as a good public relations agent, both in the laboratory and the community.
- Remain loyal to the college and its purpose.
- Perform all other duties as assigned.

Minimum Position Requirements:

Bachelor of Science in Nursing required. Minimum of 3 years of clinical experience as a registered nurse. Licensure verifying current legal status to practice as a registered nurse in the state of Texas. Experience in healthcare simulation preferred. Teaching experience at the college level preferred. Certified Healthcare Simulation Educator (CHSE) or Certified Healthcare Simulation Operations Specialist (CHSOS) preferred. If not certified as CHSE or CHSOS at hire, earn certification within three years of hire date. General computer literacy in software applications and basic understanding and navigation of internet or network connectivity.

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Thorough knowledge of discipline with the ability to encourage students to use clinical reasoning, clinical judgment, and problem-solving skills.
- Knowledge of Adult learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical clinical environment.
- Physical effort required. The employee must be able to lift and/or move up to 75 pounds.
- Possible exposure to physical risk.
- Some travel required.