



POSITION DESCRIPTION

Department: School of Nursing
Working Title: Simulation Technician Coordinator
Job Code: 0440
Time Base: 1.0
Position Number: 00005829
Union / Unit (if applicable): California State University Employees Union (CSUEU)/Unit 9

Position Reports To: Associate Dean CEHHS
Classification: Equipment Systems Specialist
Range Code: 1
Exempt or Non-Exempt: Non-Exempt
Last Update: 07/18/2024

PURPOSE OF POSITION:

Under the guidance of the Associate Director of Simulation, the Simulation Technician Coordinator will provide comprehensive simulation support to both the San Marcos and the Temecula campuses. The role provides technical and mechanical support for the simulation centers. The coordinator will work closely with the campus leads as a central resource for faculty, students, the campus community, and community partners.

MAJOR RESPONSIBILITIES

	<u>% of Time</u>
Simulation & Lab Equipment	25%
Simulation Support & Maintenance	25%
Documentation	25%
Collaboration	25%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. Simulation and lab equipment

- Is competent to operate all the technology in the laboratory and simulation suites.
- Has basic foundation of technical knowledge and skills.
- Is a superuser of high-fidelity mannequins and associated software.
- Is a superuser of the Anatomage tables.
 - Collaborates with the Vendor to develop operational competency.
 - Coordinates with the CEHHS technician and the laboratory faculty to arrange table use to meet student learning outcomes at the SM campus: Is responsible to the Temecula Lead Faculty to coordinate use of the table at that location.
 - Collaborates with the CEHHS technician to maintain the table operations and notify the vendor for assistance as needed.
- Point of contact for equipment utilized in simulation and laboratory activities.
 - Maintains an inventory list of simulation equipment and supplies to include purchase and expiration dates and serial numbers.
- Maintains records of service agreements, warranties, and repair records.
- Serves as the main point of contact as a technical/hardware user support representative.
- Performs regular maintenance and cleaning on simulation equipment and mannequins to ensure reliability and longevity.
- Makes recommendations regarding service and contract renewals for simulation equipment.
- Coordinates the maintenance and repair of all mannequins and trainers.
- Troubleshoot and resolve hardware and software problems to maintain the functionality and realism of simulations.
- Participates in the installation of mannequins in conjunction with internal and external technicians.

2. Simulation Support & Maintenance

- Responsible for technical system support including maintenance and modifications of equipment and systems.
- Assists Campus leads to prepare required equipment and supplies for the simulations.
 - Setup and takedown simulation equipment and supplies including rapid turnover when needed.
 - Program simulator software to model the simulator's physiological response.
 - Operate patient simulators.
 - Run simulations as required.
 - Participates in SIM exercises as needed.
 - Supports skills/SIM faculty and students.

3. Documentation

- Assist in developing and maintaining simulation and equipment manuals, troubleshooting procedures, scenario library, and scenario binders.
- Assist in developing and updating relevant sections of the simulation policy and procedure manual.
- Create and/or maintain user manuals and guides to assist instructors and users in utilizing simulation technology effectively.
- Retrieves simulation evaluations in excel format; stores in identified SharePoint location.
- Coordinate retrieval of data regarding usage of rooms and mannequins for planning purposes.

4. Collaboration

- Collaborates with the simulation team to develop nursing simulation activities.
- Collaborate with interdisciplinary teams, including educators, IT professionals, and manufacturers, to ensure seamless integration of simulation technology into educational programs.
- Identify operational training and development needs of faculty.
- Provide technical assistance, support, and training for faculty in the use of simulation equipment.
- Assist in planning for program expansion by designing and utilizing available space to support the goals of the simulation center.
- Support and promote simulation-based research initiatives.
- Remain current on advancements in simulation technology and recommended upgrades to enhance system capabilities.
- Assist campus leads with ordering simulation equipment and supplies.
- Participates in simulation center meetings as needed.
- Assists lab faculty with skills setup and breakdown as needed.

REQUIREMENTS OF THE POSITION

1. List education & experience required.

- Associates level degree in electronics, telecommunications, industrial technology or relevant field and relevant experience and/or coursework sufficient to demonstrate the knowledge, skills and abilities required of the position.
- OR-
- Two years of relevant full-time experience to demonstrate the knowledge, skills and abilities required of the position.

Preferred Qualification

- Work or experience in a related health field (Corpsman, Medic, Paramedic, EMT).
- Certified Healthcare Simulation Operations Specialist (CHSOS)

2. Skills, Knowledge, Abilities:

- Thorough knowledge, competence, and ability to adhere to Simulation Standards of Best Practice, such as the International Nursing Association for Clinical Simulation and Learning (INACSL)
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population.
- Problem Solving/Advising – Recognizes when problems exist, identifies possible causes and refers to appropriate party for resolution. Refers most problems to more senior staff. Able to solve problems where precedents exist.
- Proficient in English oral and written communication.
- Team Skills - Demonstrated ability work as a team member by identifying and doing their own share of work and acting as directed.
- Communication - Demonstrated ability to effectively communicate with technical and non-technical users. Ability to present ideas clearly in writing and orally. Able to locate and understand written documentation pertaining to work specialty.
- Ability to interpret, communicate, and apply policies and procedures.
- Competent in use of computer applications, including but not limited to Microsoft Word and Excel.
- Demonstrated ability to work in a fast-paced environment and respond to frequent interruptions.
- Working knowledge of medical terminology, skills, and simulation operation
- Ability to maintain confidentiality of information.
- Ability to quickly learn new technology.
- Mechanical skills to competently maintain and use equipment in the simulation centers.
- Knowledge of the operation of standard audio-visual equipment.
- Ability to work independently, multitask, meet deadlines, and be flexible and receptive to change.

3. **List Machines, tools, equipment and motor vehicles used in the performance of the duties**
 - Computer equipment and programs
 - High Fidelity Simulation mannequins
4. **Unique working conditions**
 - Work location varies between the San Marcos and Temecula campuses according to lab/simulation schedule.
 - This position may require occasional weekend or evening work.
5. **Other working conditions**
 - This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
 - Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention "EDU: Eliminate Campus Sexual Misconduct".

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Name/Title	Frequency	Purpose
Associate Dean	As needed	Direct report.
Director SON	Monthly or as needed	Receive general direction, support
Skills/SIM Faculty Coordinator	Daily	Receives supervision and direction
Faculty in School of Nursing	Daily	Provide SIM support
Staff in School of Nursing	Daily	Provide SIM support
Students	Daily	Provide SIM support

PHYSICAL EFFORT:

Physical Effort						Mental Effort					
Number of hours/days	N/A	1-2	3-4	5-6	7+	Number of hours/days	N/A	1-2	3-4	5-6	7+
Sitting		X				Directing others		X			
Standing			X			Writing		X			
Walking				X		Using math/calculations		X			
Bending (neck)		X				Talking			X		
Bending (waist)		X				Working rapidly		X			
Twisting (neck)		X				Discriminating colors		X			
Twisting (waist)		X				Remembering names		X			
Crawling	X					Remembering details			X		
Climbing	X					Making decisions			X		
Reaching (above & Below shoulder)		X				Concentrating amid distractions			X		
Walking on uneven ground		X				Examining/ observing details			X		
Crouching		X				Working at various tempos			X		
Kneeling		X				Environmental Factors					
Balancing		X				Inside					X
Pushing or pulling		X				Outside	X				
Fine manipulation		X				Humidity	X				
Simple grasping			X			Hazards		X			
Power grasping	X					High places	X				
Lifting or carrying			X			Hot	X				
10 lbs. or less		X				Cold	X				
• 11 to 25 lbs.		X				Dry					X
• 26 to 50 lbs.		X				Wet	X				
• Over 50 lbs.	X					Extreme change of temp	X				
• Keyboard use			X			Dirty/dusty	X				
Mouse use			X			Odors	X				
Repetitive use of hands/arms			X			Exposure to gas, fumes, or chemicals		X			
Repetitive use of legs/feet	X					Noisy		X			
Eye/hand coordination					X	Working w/others			X		
Driving cars, trucks, forklifts, and other equipment		X				Working around others			X		
Being around scientific equipment and machinery.			X			Working alone		X			

SIGNATURES

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____