Position Description

Job Title: Simulation Coordinator
Department: Academics
Last Update: 05/15/2012
Supervisor’s Position: Dean of Nursing
FLSA Status: Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in said position.

Job Summary:
The Simulation Coordinator will coordinate simulated clinical experiences for both Practical Nursing (PN) and Associate Degree Nursing (ADN) students. This is a shared position between Pratt Community College (PCC) and Wichita Area Technical College (WATC). This position will oversee the SIM labs at NCAT, Southside and Pratt campuses.

Essential Duties and Responsibilities:

- Work with clinical coordinators to schedule simulation clinical experiences for the semester at least 3 months prior
- Work with clinical coordinators and program directors to put simulation experiences on student calendars and/or clinical rotation schedules
- Create and maintain a current skills lab and simulation hospital schedule of use
- Train new simulation instructors
- Assist clinical coordinator(s) in securing substitutes for skills/simulation faculty absence
- Participate in meetings with faculty, teams, Director(s), and/or Dean of Nursing
- Oversee maintenance, supply and equipment ordering, and staff training for the skills lab and simulation hospital at Wichita National Center for Aviation Technology (NCAT), Wichita Southside and Pratt campuses
- Maintain clinical simulation expertise through attending conferences, workshops, etc., reading books and journals, and other means as indicated
- Serve as a resource for skills/simulation faculty in application of evidence-based practice
- Assist simulation faculty with programming scenarios
- Assist skills and simulation instructors in coordination of ordering student skills/simulation lab supplies, stock lab supplies and equipment.
- Regularly consults with clinical coordinators, skills and simulation faculty, program directors and Dean of Nursing
- Other duties as assigned

Required Knowledge, Skills, and Abilities:

- Good working knowledge of computer programs such as Microsoft Word and Excel
- Excellent verbal and written communication skills
- Must be reliable, task-oriented and have excellent time management skills
- Ability to travel between campuses and within region as job requires
Education and Experience:

- Registered Nurse in the State of Kansas.
- Simulation and/or nursing education experience preferred.
- MSN, preferred

Working Conditions:

- Position may require occasional travel.

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Employee Acknowledgement    Date

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Supervisor Acknowledgement  Date