

Job Title:**Simulation Operations Technician, College of Osteopathic Medicine****Job Description:**

The role of the Simulation Operations Technician contributes to the success of the CHSU Simulation Center and Program by assisting the Simulation Operations Specialist and directly reporting to the Simulation Center Director. This position provides support for all healthcare simulation operations and works with the CHSU Simulation Center team, including medical faculty to ensure best practices in healthcare simulation are used to enhance student learning and meet educational goals.

The simulation technician provides essential technical and audio/visual support for healthcare simulation operations and technology including preparation, maintenance, and repair of computerized systems and associated software, related multimedia, and data collection. The position has responsibility for setup, breakdown, and running software for healthcare simulations.

Reports to:

Simulation Center Director

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Assist the Simulation Center team in preparing and maintaining accreditation requirements.
- Assist with the management of records and data within the CHSU Simulation Center including, but not limited to, equipment specifications and documentation.
- Assist faculty, staff, and clients in all healthcare simulation events.
- Assist with scheduling simulation activities and Simulation Center resources.
- Prepare and apply moulage to standardized patients and simulators.
- Contribute to the development of patient case scenarios and use of equipment necessary for all simulated patient experiences.
- Assist with equipment setup and breakdown, including setting up patient manikins, task trainers, hospital equipment, supplies, and audiovisual equipment.
- Prepare documents, scenario setup boxes, and supplies for each healthcare simulation experience.
- Assist in orientation of students, faculty, staff, and clients to the Simulation Center.
- Assist with technology and simulation education best-practice training for faculty and staff, including safe simulation practices.
- Contribute to the development of the CHSU Simulation Center policies, procedures, best practices, and process improvement.
- Assist with tours and demonstrations in the Simulation Center.
- Participate in healthcare simulation education training.
- Assist with equipment and software maintenance.
- Provide support to faculty and staff with the technology within the simulation center.
- Assist with programming, testing, and running healthcare simulation scenarios including equipment, manikins, and standardized patients.
- Operate software during simulation activities.
- Provide audiovisual support for simulation experiences.
- Provide necessary assessment and maintenance of manikins and task trainers.
- Assist with inventory management and ordering supplies and assets.
- Collaborate with university information technology services to maintain simulation center technology.
- Operate center management system to record simulations during high-stakes testing.
- Assist with the management and installation of software and hardware upgrades.
- Assist with the audit and testing of all healthcare simulation equipment and systems.

Qualifications/ Education:

- Maintain personal knowledge and gain expertise in the use and operation of healthcare simulation technologies.
- Assist with emergency repair of simulation equipment and systems.
- Attend COM meetings as requested by leadership
- Other duties as assigned.

Education:

- Required: Associate's Degree
- Preferred: Bachelor's Degree in a related field
- Will consider extensive professional-level experience in lieu of educational requirement.

Skills & Experience:

- Preferred: Clinical knowledge and experience working in a healthcare field, such as allied health profession certification and training, Registered Nurse, Licensed Practical Nurse, Certified Nurse Assistant, Paramedic, Emergency Medical Technician, or equivalent demonstrated experience.
- Ability to quickly learn new technology.
- Have fundamental knowledge of computer hardware and software.
- Have fundamental knowledge of audio/video equipment and software.
- Demonstrate fundamental computer skills with Microsoft applications (Word, Excel, and PowerPoint).

Interpersonal Skills:

- Maintain a welcoming, supportive attitude toward all individuals in the simulation center
- Able to handle all situations with tact, professionalism, and diplomacy
- Excellent attention to detail and organizational and planning skills
- Able to work in a team and flexible to work with others in a variety of circumstances
- Able to communicate with staff and students in a straightforward and positive way
- Be flexible and can adapt to quick changes in work in a dynamic environment
- Able to make decisions independently
- Able to problem-solve by analyzing issues and creating solutions
- Able to manage projects and people
- Maintain the confidentiality regarding student outcomes, job assignments, and sensitive issues.
- Excellent organizational and prioritization skills with attention to detail.
- Able to express technical information clearly and simply to non-technical persons.
- Regard personal development as a priority.
- Maintain confidentiality regarding job assignments and sensitive issues.
- Ability to work independently under limited supervision.
- Excellent interpersonal and communication skills
- Able to work effectively in a team environment with internal and external individuals from different disciplines and different levels of training.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$44,000 - \$61,000, however, salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Simulation Operations Technician** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.