

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

The Simulation Specialist, Operations (SSO) provides support for all simulation operations and works closely with the simulation center team to ensure best practices in simulation are used to enhance student learning. As a team member of the CHSU Simulation Center, the Simulation Specialist provides vital technical support and expertise for simulation operations and technology to include preparation, maintenance and repair of complex computerized, high-fidelity mannequin and associated software, and the efficient operation of the data capture systems, related multimedia peripherals, and validating data collected during scenarios. This position also is responsible for setup, takedown, moulage, and programming of requested simulations, ensuring that desired outcomes are achieved.

**Reports to:****Simulation Center Manager****Classification:****Non-Exempt****Essential Duties:**

- Partner with the simulation team to develop simulation experiences that leverage the state-of-the-art simulation space, equipment, and technology to achieve the educational goals and objectives of the College of Osteopathic Medicine (COM).
- Contribute to the development of scenarios, techniques, and equipment necessary for simulation education, mannequin based and standardized patient experience.
- Provide setup/takedown/moulage of requested simulations.
- Responsible for the preparation of documents, setup boxes and supplies for each simulation.
- Program, test and run simulation scenarios for faculty simulation facilitators, assuring that the facility, equipment, manikins, standardized patients and supplies are set up appropriately and that desired outcomes will be achieved; interpret and implement changes when necessary.
- Consult with faculty and staff on appropriateness of simulations and ensure accuracy of scenario documents to achieve learning outcomes.
- Analyze simulations and decide on needed equipment and moulage.
- Provide training/orientation/support/consulting to faculty and other simulation center staff in the technical aspects of simulation.
- Orient students and clients to the simulation center on related equipment, technologies, and facilities.
- Assist faculty with preparing for and conducting simulation-based learning experiences.
- Contribute to the development of simulation center strategic goals, policies, procedures, and best practices.

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- Provide tours/demonstrations/trainings/forums about simulation and simulation technologies.
  - Provide back-up support for special projects or initiatives as related to simulation.
  - Maintain current knowledge of simulation resources.
  - Assist with the management of records and data within the simulation center including learner and facilitator evaluations, usage statistics, equipment specs and documentation.
  - Assist with disposable inventory organization, identify needs and make recommendations.
  - Provide specialized technical support/maintenance for computer-based multimedia systems and their components, including operation of server infrastructure, digital cameras, video cameras, audio/video mixer, digital/analog converter, monitors, and medical equipment.
  - Provide technical support/maintenance for hi-fidelity computerized mannequins.
  - Manage and install software and hardware upgrades and maintain functionality of mannequin components and data capture system as directed by manufacturer support.
  - Audit, test and ensure all equipment and systems run efficiently according to current specification requirements, keeping apprised of periodic product information releases.
  - Ensure that knowledge and expertise in the use and operation of simulator technologies ranging from anatomic models and task trainers to screen-based simulations to full body patient simulators is up-to-date.
  - Perform ad hoc repair and updates, routine maintenance, and assessment of simulators and relevant equipment and systems, arranging for appropriate vendor repairs, replacements, and substitutions; maintain record of repairs. Interface with the equipment manufacturers regarding equipment troubleshooting and system problems.
  - Maintain and update simulation lab facility and consumables by inventory and by ordering equipment and supplies.
  - Keep apprised of all emerging technologies affecting simulation and data capture and participate in technical training.
  - Evaluate new equipment and identify opportunities for technology improvement. Conduct research and make recommendations on new technologies.
  - Work with the CHSU Information Technology to resolve any issues with campus related hardware and networking.
  - Understand campus networking and required systems that allow vendors, faculty, staff, and students to access critical materials.

**This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.**

### Qualifications:

#### Education

- Bachelor's Degree in a related field.

#### Licensure & Certification

- Healthcare experience/knowledge – RN, LPN, CNA, Paramedic, EMT, or similar healthcare credential, or equivalent demonstrated experience, preferred.

#### Skills & Experience

- Experience with setup/takedown/moulage of healthcare simulations.
- Knowledge of computer hardware equipment and software applications relevant to hi-fidelity simulator functions and human patient simulation.
- Knowledge of data capture systems in a simulation environment.
- Knowledge of audio/video equipment and software for recording, duplication, and editing.
- Certified Healthcare Simulation Operations Specialist (CHSOS) preferred.
- Healthcare experience/knowledge – RN, LPN, CNA, Paramedic, EMT, or similar healthcare credential, or equivalent demonstrated experience, preferred.
- Knowledge of medical terminology preferred.
- Knowledge of human anatomy/physiology preferred.
- Maintain a welcoming, supportive attitude toward all simulation center persons.
- Able to handle all situation with tact, professionalism, and diplomacy.
- Excellent computer skills with proficiency in Microsoft applications including but not limited to Word, Excel, PowerPoint, Visio.
- Knowledge of computer hardware equipment and software applications related to VR/AR simulation.
- Healthcare experience preferred.
- Ability to assess, troubleshoot and fix equipment and technology in a timely fashion.
- Ability to work independently under limited supervision, including learning new software/hardware quickly.
- Excellent interpersonal and communication skills to work effectively in a team environment with internal and external individuals from different disciplines and different levels of training.
- Able to express technical information clearly and simply to non-technical persons.
- Excellent organizational and prioritization skills with attention to detail.
- Able to work under pressure and make critical decisions.
- Creative and flexible in designing innovative approaches to solving problems and improving processes.
- Maintain confidentiality regarding job assignment and sensitive issues.

### Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

### Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **SIMULATION SPECIALIST OPERATIONS** in the subject field of the email.