JOB DESCRIPTION

TITLE

Manager, Nursing Simulation Laboratory

JOB SUMMARY

The Manager of Nursing Simulation Laboratory is able to set up, operate, maintain, troubleshoot, and in some cases repair simulation equipment, hospital-type equipment used in clinical activities, and troubleshoot basic computer software and hardware, in conjunction with the Office of Technology department, used in simulation activities. The Manager also instructs and assists faculty and students participating in simulation in the use of technical equipment used. Performs operational activities such as staff and maintenance scheduling, lab utilization scheduling, and inventory/purchasing functions. The Manager is familiar with the various modalities of simulation education and has a good grasp of simulation educational principles, and is therefore able to assist in the development, setup, delivery, and takedown of simulation education sessions. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Dean, College of Nursing

Supervises: Nursing Laboratory Administrator, Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Operates and maintains simulation equipment, task trainers, computerized simulators, and virtual reality procedural trainers with the ability to follow scenarios and make appropriate adjustments to technology systems.
- Creates detailed inventory systems for equipment and related maintenance documentation.
- Makes recommendations for the purchase of equipment, supplies, and materials required for simulation-based sessions.
• Creates troubleshooting documents, simulator checklists, and preventative maintenance plans for simulation equipment.
• Sets up and operates equipment/AV system in rooms including equipment, supplies, moulage, etc. for simulation activities.
• Supports learners to maintain a safe learning environment.
• May be involved with the educational aspects of scenarios including debriefing/feedback.
• Maintains awareness of scheduling issues in relation to availability of physical and technical resources.
• Participates in grant preparation with faculty to augment inventory of simulation lab equipment.
• Participates in outreach with external users of the lab who are interested in negotiating fees for use of space, personnel, and equipment for educational endeavors within the scope of the simulation lab and without creating conflict with the primary use and scheduling needs for the simulation labs.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

• Performs other duties as requested.

EDUCATION

Masters in Nursing required. Must be licensed as a registered nurse in the State of Texas.

EXPERIENCE

Two years of recent nursing practice. Experience in administering and working with mainframe and personal computers. Some administrative and intensive care experience helpful. Experience in simulation and skills labs and educational classroom technology.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

• Ability to learn new technical systems quickly.
• Ability to possess a high degree of professionalism with high-level interpersonal skills for collaboration with faculty and staff at all levels.
• Ability to engage with others in a collaborative and caring nature.
• Must be highly organized, detail-oriented and have strong verbal and written communication skills.
• Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
• Ability to master proprietary software quickly.
• Ability to perform moderate lifting tasks up to 50 pounds.
• Must understand and abide by proper lab procedures that are essential to the safety of students and faculty.
• Ability to use a personal computer and other office equipment, including related University software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and laboratory setting.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ___________________________ Date: ______________

Employee Printed Name: ______________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.