

Technical Support Specialist and Simulation Educator

Job Description

- Job Title: Technical Support Specialist and Simulation Educator
- Reports To: Dean / Chair / Director, Nursing Skills Center
- Location: Nursing Skills Center, School of Nursing
- General Summary: Responsible for overseeing daily functioning of Nursing Skills Center.
- Qualifications: Bachelor of Science in Nursing degree, Bachelor of Science in Computer Science, Bio Medical Engineering, or Nursing Related field
Minimum of two years recent hospital experience preferred.
Certified Healthcare Simulation Educator (CHSE) Preferred
If the applicant has a nursing degree, must have a current unencumbered Mississippi RN licensure
Ability to communicate effectively with faculty and students.
- Physical Effort: This is an active job. May be required to handle moderately heavy equipment/material weighing up to approximately 50 lb.
- Responsibilities:

Simulation & Clinical Reasoning Preparation

1. Assist with the development and facilitation of simulation and skills activities according to course objectives.
2. Provide assistance to faculty in the development and delivery of lab simulations and exercises to demonstrate patient care and other related skills.
3. Assists with in-house training and support for simulation development and faculty proficiency targets.
3. Validates student skills, in collaboration with course faculty.
4. Maintains student records as required.
5. Provides individual assistance to students in open lab.

MANAGEMENT

1. Maintains clean, orderly lab environment.

2. Helps with the setup of equipment/supplies needed for labs taught by faculty, using Lab Guide and creativity.
3. Oversight of equipment/supply returns to appropriate storage areas; maintains organized storage room.
4. Participates in meetings for the preparation of lab schedules.
5. Oversees inventory of supplies each semester and makes purchase list recommendations across the academic year.
6. Orders equipment and supplies with School Dean/Chair approval.
7. Maintains record of equipment/supplies received, verifying receipt for Accounts Payable as necessary.
8. Manage equipment maintenance in cooperation with Maintenance Department and equipment suppliers.
9. Implement safety standard in use of all equipment/supplies to protect students/faculty from potential injury or harm while working with hazardous materials (needles, syringes, etc.).
10. Implement Universal Precautions by making personal protective equipment and sharps containers readily available.
11. Clean surfaces with approved disinfectant in the unlikely event of possible contamination with blood or body fluids.
12. Arrange for laundering of linen.
13. Maintain compliance with Pharmacy License standards: inventory, reporting, posting of current license.
14. Evaluate media for purchase.
15. Orient & instruct students, re: safe, effective use of lab equipment and time.
16. Collates pre and post activity records, and compiles report data on lab/skills utilization.
17. Maintain records on utilization of lab.
18. Maintain records on equipment/supplies signed out of lab.
19. Active job requires lifting of moderately heavy equipment / materials weighing up to approximately 50 lbs.