Nipissing University
JOB DESCRIPTION

JOB TITLE: Interprofessional Simulation Technologist

DEPARTMENT: School of Nursing

CLASSIFICATION: Technologist C

WAGE GRADE: WG 80

EMPLOYMENT DEFINITION: Full-Time Support Staff

SUPERVISOR: Clinical Education Manager

SUMMARY OF FUNCTIONS:

Reporting to the Clinical Education Manager, the Interprofessional Simulation Technologist is responsible for providing technical support, coordinating lab facilities, and maintaining inventory for all Interprofessional Simulation teaching and research laboratories in the School of Nursing and all other schools in Education and Professional Studies. The Technologist will work closely with professors, lab instructors, and students/research assistants. The Technologist will also assist with maintaining a safe working environment in the labs and help ensure Standard Operating Procedures (SOPs) remain up-to-date and comply with appropriate health and safety requirements. Evening and weekend work may occasionally be required. The hours of work may rotate and be flexible depending on the department's needs. The Technologist will be notified in advance of any changes to the regularly scheduled shifts as outlined in Article 22.02 of the collective agreement.

DUTIES AND RESPONSIBILITIES:

Operation of the undergraduate labs (30%)

- Develop, implement, update, evaluate, and revise simulation policies, procedures, and operations in collaboration with department personnel
- Coordinate the scheduling for undergraduate and graduate nursing students in all areas of the Interprofessional Simulation Centre in collaboration with the nursing faculty
- Design and write, present, evaluate, update, and refine simulations for simulation experiences based on identified curriculum needs
- Serve as a resource for faculty utilizing simulation in course/lab activities
- Oversee all simulated learning activities and provide support for students and instructors during the simulation sessions
- Coordinate and provide training for volunteers and experts by experience who assist in Simulation in the Interprofessional Simulation Centre
- Manage the purchasing of all equipment and supplies for the Interprofessional Simulation Centre in collaboration with the Manager of Finance
- Maintain the inventory of simulation equipment and supplies
- Orient instructors in the Interprofessional Simulation Centre and simulation procedures, location and use of materials, and operation of equipment
- Orient teaching assistants (TAs) in lab procedures, location and use of materials, and operation of equipment
- Assist in the assembling and disassembling of simulators, computers, and equipment needed for simulation learning activities in cooperation with the technical support personnel
- Assist technical support personnel with basic equipment repair and/or seek out and secure timely professional repair services
- Verify that lab equipment is functioning properly and set up as required for student lab activities
- Develop and implement an ordering system to obtain supplies on time
- Assist with the design and construction of new laboratory models and apparatus
- Monitor daily operation of labs regarding cleanliness and overall condition

- Maintain accurate records regarding lab inventory, which includes equipment, supplies, chemicals, etc.
- Demonstrate to students how laboratory equipment is operated
- Assist in the development of lab policies and procedures and assist in ensuring compliance
- Assist in the development of general SOPs

Technical support of Interprofessional Education and Research (30%)

- Member of the Interprofessional Simulation Education Committee
- Serves as a member on university-wide simulation education committee
- Liaises with faculty from other disciplines to promote use of simulation as a method of teaching and learning
- Provide tours for community members, prospective students and media to promote simulation activities within the Interprofessional Simulation Centre
- Ensure appropriate calibration and maintenance of all research equipment, including routine assessment of equipment accuracy and reliability and maintain appropriate records
- Order and maintain the inventory of consumable supplies
- Assist in the development and construction of new items of specialized equipment or processes for use in research
- Classify chemicals by compatibility and store them according to WHMIS regulations
- Update MSDS sheets/database in accordance with new and discontinued chemicals
- Arrange for proper disposal of chemical and biological waste
- Assist in maintaining the cleanliness and organization of the laboratories

Data management and software support (30%)

- Ensure safety supplies such as First-Aid Kits, Spill Kits, Eyewash/ Emergency Showers and Fire Suppression equipment are accessible, maintained and replenished.
- Technical support for laboratory simulators and software
- Computer programming and software support for research systems
- Troubleshooting of simulation and laboratory measurement devices
- Help maintain equipment and computer resources, including data storage and management
- Assist with data collection, data processing, analysis and management
- Assist with preparing data for reports
- Provide appropriate written documentation of project development and programming code and develop and
- Maintain system and user documentation

Miscellaneous (10%)

- Participate in department meetings
- Facilitate lab visits and tours as required

Any other duties as assigned.

QUALIFICATIONS:

Education: A bachelor's Degree in nursing or health sciences or a certification in simulation education would be preferred (a Master's degree would be considered an asset).

Training and/or experience may be substituted for formal academic training at the discretion of the University

Training, Experience, Knowledge & Skills Required:

- Minimum of one year of relevant work experience
- Proficient in the following software: Windows Operating System, Microsoft Office Suite, Immersive Desktop Pro and Blackboard
- Experience in a high-volume office setting
- Experience in customer service

- Ability to work independently or in a team environment with minimum supervision
- Strong communication skills (oral and written)
- Excellent proofreading skills and attention to detail
- Ability to prioritize work while dealing with multiple and conflicting demands, distractions and interruptions
- Excellent organizational skills
- Ability to maintain confidentiality

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Health and Wellness

Internal Contacts: Staff, Students, Faculty

External Contacts:

- General public
- University and College bookstore
- Vendors
- Peers from other universities
- Government agencies

MATERIALS UTILIZED:

- General Office Equipment
- Hazardous Materials
- High-pressure gas
- Cleaning Products
- Equipment and tools

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Work in a noisy and odorous environment periodically
- Frequent interruptions
- Sitting, Standing, Walking
- Visual and mental concentration
- Light to moderate demands
- Flexible work schedule, with some evening work required in order to accommodate the needs of the lab
- Potential hazards, such as compressed gas and liquid, UV radiation, high temperature, moving motor and sharp parts on a regular basis

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I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

_____
Employee Name (please print)

_____ _____
Employee Signature Date

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Approvals

_____ _____
Supervisor Date

_____ _____
Human Resources Date