



Proposed Agenda Item
Board of Trustees Meeting

Date of Board Meeting: May 21, 2019

Date of This Proposal: May 9, 2019

SUBJECT (item as it will appear on agenda): Nursing Simulation Laboratory Coordinator Position

RECOMMENDATION: Approve new 9-month position, effective fall 2019

BACKGROUND/RATIONALE:

Simulation instruction provides an invaluable instructional methodology for health sciences as it allows for increased critical thinking in a non-threatening environment. Nursing clinical instruction can be supplemented via simulation lab experiences. With the increasing competition between nursing schools to secure student assignments in a clinical facility, a higher percentage of instruction is provided through simulation experiences, as approved by the Texas Board of Nursing. Developing and implementing simulation instruction is a complex process that necessitates additional training of nursing faculty.

A new position is requested to provide instruction in the new simulation laboratory in the Johnson Allied Health Occupations Center. The simulation coordinator will develop curriculum, incorporate simulation exercises into the clinical experience, and supervise student performance in the simulation labs. The coordinator will serve as a liaison with WCJC ADN program faculty, regulatory bodies, and professional organizations (National League of Nursing Simulation Innovation Resource Center) regarding policy changes that affect the use of simulation in the instructional process.

This new faculty position will substitute for the vacant nursing faculty 10.5-month position (budgeted at \$68,307) and be dedicated to simulation instruction. A simulation specialist is recommended by the National League of Nursing, the accrediting body in which WCJC ADN program is working to attain.

Estimated Cost and Budgetary Support (how will this be paid for?): \$45,050- \$50,050 FY19 budget

RESOURCE PERSON(S) [name(s) and title(s)]: Andrea Shropshire, ADN Department Head, Carol Derkowski, Allied Health Division Chair

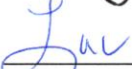
SIGNATURES:



Originator

5-9-19

Date



Cabinet-Level Supervisor

5-9-19

Date

PRESIDENT'S APPROVAL:



5-14-19

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Simulation Laboratory Coordinator	FLSA: Exempt GRADE: FAC NBAPOSN:
LOCATION: Wharton and Sugar Land Campuses	EFFECTIVE DATE: August 2019 REVISION DATE:
REPORTS TO: Director of Associate Degree Nursing, Director of Vocational Nursing, Division Chair of Allied Health, Dean of Vocational Instruction, and Vice President of Instruction	

PURPOSE AND SCOPE:

The Simulation Laboratory Coordinator will plan, operate, coordinate and oversee the simulation lab for the Associate Degree Nursing program. The coordinator will work collaboratively with the Director of Associate Degree Nursing, Simulation Laboratory Specialist, and the nursing faculty to ensure safe and effective use of the simulation laboratory. The Simulation Laboratory Coordinator will oversee clinical simulation activities in the simulation laboratory and assist in activities in the clinical skills laboratory. The incumbent will support labs at both the Wharton Campus and Sugarland Campus.

ESSENTIAL JOB FUNCTIONS:

1. Establishes and updates policies, standard practices, and procedures related to the simulation lab.
2. Coordinates all activities of the simulation laboratory including student scheduling, operating simulation exercises, and collaborating with nursing faculty and simulation laboratory specialist on student simulation exercises.
3. Participates in curriculum development for simulation experiences.
4. Coordinates day to day activities and services of the simulation laboratory, including simulation equipment set-up and break down, supervision of student use of laboratory supplies and equipment, inventory, requisition, management, and maintenance of lab equipment and supplies, and related duties.
5. Schedules remedial nursing skills and lab sessions for students as requested by faculty.

6. Provides vision and leadership for skills and simulation laboratories.
7. Manages the simulation laboratory operating budget in collaboration with the Director of the Associate Degree Nursing Program.
8. Establishes policies and procedures to guide student and faculty use of simulation laboratory spaces.
9. Assists in the development of simulation lab student guidelines and related documents.
10. Develops the laboratory and simulation schedules each semester in conjunction with nursing faculty across all levels and locations.
11. Serves as a resource for faculty utilizing simulation in classroom/lab activities.
12. This position works collaboratively with the simulation laboratory specialist and/or technician in the management of high, moderate, and low -fidelity simulation mannequins and the supplies and technology required to maintain them for use in simulation scenarios.
13. This position works collaboratively with the simulation laboratory specialist and/or technician with supplies for the laboratory and simulations. Maintains and keeps track of the inventory of supplies to ensure adequacy and availability. This position also assists faculty in the preparation of the annual program budget by recommending supplies, and equipment for laboratory learning.
14. This position assists the simulation laboratory specialist with conducting student orientations for the nursing laboratories and is responsible for assisting faculty in communicating and implementing policies for student use of these laboratories.
15. This position keeps informed about major trends and innovations in nursing education as they relate to topics taught in nursing laboratories and attends educational workshops as director by program director.
16. This position is responsible for maintaining security of the laboratory learning space; including supplies and equipment and ensuring proper student conduct is maintained when a faculty member is not present in the laboratory.
17. This position meets regularly with laboratory faculty to discuss student and laboratory issues and participates in program and college faculty meetings as assigned.

18. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Bachelor of Science in nursing (Master of Science in nursing preferred) with a current Texas registered nurse license. Previous experience in simulation and skills laboratory. Minimum of 12 months medical-surgical nursing. Ability to prepare and organize simulation laboratory and demonstration materials. Ability to understand and utilize advance technical simulation laboratory equipment, and communicate that knowledge to others as appropriate. Ability to anticipate and effectively adapt to changes in program requirements and methodology. Ability to work effectively with a diverse faculty, staff, and student body. A criminal background check is required.

SUPERVISION OF OTHERS:

The Simulation Laboratory Coordinator does not have any supervisory responsibilities. This position is responsible for maintaining proper student conduct in the laboratory setting when a nursing faculty member is not present.

SUPERVISION AND DIRECTION RECEIVED:

The Simulation Laboratory Coordinator is responsible and accountable to Director of Associate Degree Nursing, Allied Health Division Chair, the Dean of Vocational Instruction, and the Vice President of Instruction for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a wide variety of medical equipment including but not limited to: VitaSim Adult, VitaSim Baby, VitaSim Child, SimMan manikins, oxygen administration suction, hydraulic lift, hospital beds, electronics vital signs monitoring, cardiac monitors, and all nursing equipment (e.g. nasogastric catheters, urinary catheters, IV catheters, central venous access devices, sterile dressings, medication administration via multiple routes, etc.). This position will set up and use audio-video recording technology for the laboratory. This position also will use a personal computer workstation running in a Microsoft Windows environment, tablet, printer, photocopier, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

This position has external contacts with other colleges, hospitals and vendors.

This position has internal contacts with students, faculty, staff and administration.

COMPLEXITY/EFFORT:

This position involves attention to detail, accuracy, and the ability to maintain proper student conduct in the nursing laboratory when faculty is not present. The incumbent in this position must have the ability to read and interpret departmental policies, procedures and instructions, the ability to hear and understand student inquiries and oral instructions from supervisor and emergency announcements, ability to maintain confidential information, sufficient manual dexterity to set up, operate and repair medical and nursing equipment and to prepare letters, reports, graphics, and other data on the computer, the ability to perform online technology simulations, the ability to work on a number of projects simultaneously and prioritize workloads required, and the ability to handle emergency situations as they arise. This position requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Professional working relationships, with students, College employees, other colleges, and vendors is required. The incumbent must be able to maintain a high degree of judgment, tact, diplomacy, poise, and discretion at all times. The incumbent in this position must function effectively to achieve the college goals and mission.

WORKING CONDITIONS:

This position is performed with minimal supervision. The work is primarily performed in a climate-controlled laboratory environment with medical, nursing, audio video recording technology and computers. This position requires standing for long periods, lifting manikins and moving medical and nursing equipment and supplies. There is minimal exposure to bio-hazardous waste. Frequent interaction with student, faculty, staff, other colleges/universities and hospitals is required. Frequent and regular travel between the Wharton and Sugar Land campuses and use of a personal vehicle is required.

LAST MODIFIED: May 9, 2019

Employee's Signature

Date

Supervisor's Signature

Date