



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 & EMS Simulation Laboratory Technician Position

RECOMMENDATION: Approve new 12-month position, effective fall 2019

BACKGROUND/RATIONALE:

With the new addition to and renovation of the Johnson Allied Health Occupations Center, WCJC created state-of-the-art simulation labs to enhance instruction for students in Associate Degree Nursing (ADN), Licensed Vocational Nursing (LVN), and Emergency Medical Services (EMS) programs. To provide the most innovative simulation instruction, a skilled and certified technician needs to be hired to troubleshoot and maintain simulation equipment. This proposal rolls funds from the current nursing lab coordinator position to create a simulation lab technician position due to the increased skill level needed to support labs for three instructional programs, the increased number of manikins (from 6 to 29), and the addition of seven high-fidelity simulators (as contrasted with the previous low and medium levels). This new position will manage highly technological instructional equipment; assist with lab set up, maintenance, and inventory on two campuses; oversee set up and cleaning of new hospital instructional equipment such as the virtual sonography machine; and coordinate scheduling between three programs to allow running 5-6 simulation scenarios per day. Additionally, technical support of simulation education is recommended by the national accrediting agency, the National League of Nursing (NLN).

This new position requires no new funding as current funds from the existing lab coordinator position and a vacant 10.5 month nursing faculty position will cover the cost.

Estimated Cost and Budgetary Support (how will this be paid for?): \$55,402 - \$62,069 FY19 budget

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


SIGNATURES:



Originator

5-9-19

Date

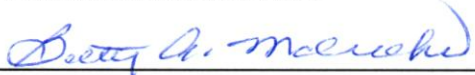


Cabinet-Level Supervisor

5-9-19

Date

PRESIDENT'S APPROVAL:



5-14-19



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Simulation Laboratory Technician	FLSA: Exempt GRADE: AA-1 NBAPOSN: DRAFT
LOCATION: Wharton and Sugar Land Campuses	EFFECTIVE DATE: August 2019 REVISION DATE:
REPORTS TO: Director of Associate Degree Nursing, Director of Vocational Nursing, Director of Emergency Medical Technician and Director of Vocational Nursing, Division Chair of Allied Health, Dean of Vocational Instruction, and Vice President of Instruction	

PURPOSE AND SCOPE:

The Simulation Laboratory Technician is responsible for the management, programming, and functionality of high, moderate, and low-fidelity simulation mannequins before, during, and after student experiences in the simulation laboratory. Maintenance of the simulation environment and management of laboratory supplies are additional responsibilities. This technician provides support of modern classroom technologies associated with simulation technology. The technician will support labs at both the Wharton Campus and Sugar Land Campus.

ESSENTIAL JOB FUNCTIONS:

1. This position is responsible for the management of high, moderate, and low - fidelity simulation mannequins as well as the supplies and technology equipment required to maintain mannequins for use in simulation scenarios.
2. This position ensures functionality of mannequins by performing routine maintenance of mannequins (weekly, after use, monthly) and troubleshooting any problems prior to running scenarios. Identify any maintenance issues and the appropriate resource for resolving problems, whether it is the vendor or IT.
3. This position ensures audio and video recordings of simulation events as required; maintains and manages the simulation audio and video capture system.

4. This position diagnoses software and hardware problems and determines and initiates the course of corrective action. This includes network-related simulator and desktop computer-related issues.
5. This position assists the simulation laboratory coordinator in managing the simulation schedule for the associate degree nursing, licensed vocational nursing, and emergency medical technology programs at the Sugar Land and Wharton campuses. This position works with the simulation laboratory coordinator, faculty, and the Sugar Land lab director to problem-solve and troubleshoot any scheduling difficulties, works with the course coordinator to confirm schedules, and adjusts schedules as needed when cancellations or other modifications are required.
6. This position orders, organizes and receives supplies for the laboratory and simulations. Maintains and tracks 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 instruction.
7. This position handles regular stocking of supplies in the simulation suite and cleans and stores equipment after use.
8. This position is responsible for the proper disposal preparation and the schedule to pick up the bio-hazardous waste from the laboratories.
9. This position assists the simulation laboratory coordinator 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.
10. This position keeps informed about major trends and innovations in nursing education as related to topics taught in nursing laboratories and attends educational workshops as directed by program directors.
11. 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.
12. This position meets regularly with laboratory faculty to discuss student and laboratory issues and participates in program and college faculty meetings as assigned.
13. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires an associate degree in a healthcare-related profession, with current certification (e.g., paramedic, LVN, etc.) or an associate degree in computer science related field, with current certification; 36 months of work experience in a healthcare setting (e.g., hospital, doctor's office, etc.); experience in Microsoft windows, audio/visual systems, and IT support environment; and a minimum of 24 hours of customized simulation training. LLEAP, SimMan 3G, SimMan Trauma, SimJunior, SimMom, SimMan ALS, SimPad certifications are required with a minimum of 100 hours of documented training. A criminal background check is required.

SUPERVISION OF OTHERS:

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

SUPERVISION AND DIRECTION RECEIVED:

The Simulation Laboratory Technician is responsible and accountable to Director of Associate Degree Nursing, Director of Vocational Nursing, Director of Emergency Medical Technician, 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, LLEAP programming, simpad programming, 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