**Position:** Clinical Operations Specialist

**Position Number:**

**Department/Site:** Nursing and Allied Health

**FLSA:** Non-Exempt – (Classified CSEA)

**Reports to:** Director, dean, or other administrator in assigned area

**Salary Range:** 37

**DESCRIPTION:**

Under minimal supervision, and working with the faculty of the Nursing and Allied Health (NAH) Division, the Clinical Operations Specialist is a technical expert who coordinates, plans, develops, implements, and participates in inter-professional on-campus clinical experiences in skills and simulation learning laboratories. The Specialist facilitates high-fidelity human patient simulated learning for nursing and allied health students; manages lab equipment, media, computers, and materials related to simulation learning; operates and troubleshoots simulation software; and incorporates innovative technology into on-campus clinical experiences that align with student learning and program outcomes. In the educational environment, the Specialist serves as a professional role model and mentor.

**REPRESENTATIVE DUTIES:**

- In collaboration with NAH faculty, facilitates, coordinates, plans, presents, and assesses simulation lab instruction and related on-campus clinical instructional activities that include computer and advanced technologies;
- Manages lab equipment, media, computers, materials, and supplies related to simulation learning;
- Operates and troubleshoots simulation software; recommends improvements and upgrades to software and computer-based learning; incorporates innovative approaches to simulation-based learning;
- Orients students and faculty to the use of medical equipment, the simulation lab environment including high- and low- fidelity mannequins, electronic medical recording programming, electronic medication administration devices, and supplies related to their discipline; provides technical support to students and faculty;
- Assists with developing simulation scenarios, assists in creating documentation for scenarios;
- Operates simulation console and software; records simulation activities in approved formats; provides theatrical support for simulations;
• Assists faculty in managing recording equipment, monitoring student safety, and manipulating simulator during scenarios;
• In collaboration with faculty, performs pre- and post-simulation activities; operates debriefing equipment; solicits and provides informed critical feedback on activities;
• Orders supplies, materials, and equipment for on-campus laboratory equipment; maintains inventory, replacement, and purchasing lists;
• Performs preventative maintenance and repair of simulation, media, and computer equipment in the lab; diagnoses serious equipment malfunction and arranges for repair; arranges for general maintenance, repair, and replacement of equipment;
• Assists in the growth and success of a diverse population of students by working with faculty to prepare appropriate and varied learning activities and applying effective teaching methodologies;
• Schedules and logs student hours; apprises students of assignments as directed by lead faculty;
• Assists faculty to utilize the results of student learning outcomes assessments and evaluation to make improvements in teaching and learning in the lab environment;
• Participates in student recruitment and articulation programs and in community outreach programs, including designing promotional materials, conducting tours of the facility, and participating in public relations activities;
• Contributes to service area program, planning, and assessment activities and documents; contributes to self-study reports and site visits necessary for accreditation;
• Maintains regulatory and safety standards for area of responsibility;
• Collegially participates in department, college, professional organizations, and discipline-specific activities;
• Attends departmental and divisional meetings, college assemblies, professional development and orientation activities, and other meetings as called by college administrators;
• Contributes to student and program advancement through the application of knowledge attained by attendance at seminars and workshops, review of literature, and membership in professional organizations;
• Serves as a professional role model for students in dress, communication, deportment, problem solving, care delivery, and patient advocacy to facilitate student's socialization into the profession;
• Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The successful candidate demonstrates a depth of knowledge in the use of educational technology and broad preparation for teaching in healthcare disciplines. In addition, the successful candidate demonstrates the following knowledge, skills, and abilities:

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• Ability to work effectively with colleagues in an environment that promotes innovation, teaching, learning, and service to a diverse student population;
• Ability to communicate effectively both orally and in writing with colleagues, vendors, students, administrators, and public stakeholders;
• Ability to mentor students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals;
• Skill and ability to participate with faculty in curriculum development delivered by various modalities;
• Knowledge of program planning review and assessment processes in a higher education setting;
• Ability to contribute to the development and assessment of student learning outcomes (SLOs) and program outcomes (POs);
• Knowledge of college pathways and articulation processes;
• Ability to participate in recruitment and articulation activities with local schools, colleges, and universities;
• Ability to maintain technical currency and knowledge of clinical situations as described in case studies;
• Ability to utilize technology in the delivery of skills-based instruction;
• Skills and ability to explore new technologies for instruction and learning;
• Ability to diagnose, manage, and troubleshoot faults in simulation and audio/video technology;
• Ability to work independently with minimal supervision and to work effective as part of a team;
• Knowledge of proper body mechanics, ability to lift up to 40 pounds and to complete repetitive movements.

EDUCATION AND EXPERIENCE:
A bachelor's degree in health education, health science, computer science, or education and two years of experience in a clinical, laboratory, healthcare, or teaching environment, OR an associate's degree and six years of professional experience in any of the above; OR an equivalent combination of education and experience that would demonstrate the ability to perform the essential functions of the job.

Preference may be given to candidates with prior teaching/simulation experience or healthcare field experience.

Completion of Certified Healthcare Simulation Operations Specialist (CHSOS recognized by the Society of Simulation in Healthcare) and/or successful completion of a patient-care simulator-training program are highly desirable.

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The successful candidate must already have or complete the American Heart Association Basic Life Support certification within three months of hire.