



Classification Description

Job Title: Manager, Nursing Simulation & Laboratory Experiences

Pay Grade: 118

Job Code: 4098

FLSA Status: Exempt

Job Purpose

This role is an essential component of the AS Nursing Program that manages the nursing skills and simulation laboratory experiences across all FSW campus locations. The Manager, Nursing Simulation & Laboratory Experiences supports student success by creating an inclusive environment to learn and practice essential nursing skills and improve clinical judgment and critical thinking. This dual-report role reports to the Director of Corporate Training & Simulation Education and the ASN Program Director.

General Responsibilities

Ensures labs are equipped and manikins are in working order.

Provides a safe lab environment, including developing and ensuring safety processes and procedures are achieved.

Hires and supervises Nursing laboratory and clinical simulation associates across all campuses.

Oversees faculty and clinical associates in preparing, implementing, and evaluating skills and simulation activities.

Collaborates with faculty to develop learning activities aligned with ASN program outcomes, including the use of standardized tools and assessments.

Streamlines processes to ensure consistency and continuity across all ASN lab and simulation locations.

Collaborates with the ASN Program Director to make recommendations to the Director of Corporate Training & Simulation Education regarding ASN program alignment to Nursing specific simulation standards, procedures, and processes.

Collaborates with Director of Corporate Training & Simulation Education and the ASN Program Director to assist in facilitating national accreditation.

MANAGER, NURSING SIMULATION & LABORATORY EXPERIENCES

Researches and evaluates vendors and supply costs for skills lab activities and recommends the best pricing to the ASN Program Director.

Manages the Nursing skills lab inventory and maintenance of equipment and supplies to ensure appropriate functionality across all campuses.

Serves as primary point-of-contact for daily issues, problems, and troubleshooting in lab and simulation environments.

Facilitates student and faculty orientation to the Nursing lab.

Collaborates with the Director, Corporate Training & Simulation Education to determine space scheduling between programs and courses.

Collaborate with the ASN Program Director to ensure fiscal responsibility relating to established lab budgets.

Collaborates with Director, Corporate Training & Simulation Education to ensure faculty and instructional support staff training for effective simulation implementation, including various software and simulators.

Develops ongoing instructional resources to utilize technologies and advancements aligned with the NCLEX-RN test plan and professional nursing standards of practice.

Maintains up-to-date knowledge, skills, and abilities to provide state-of-the-art training and instruction to Nursing faculty and staff.

In collaboration with the Director, Corporate Training & Simulation Education promote labs, conducts tours, and performs demonstrations during day, evening, and weekend hours for multiple parties, including potential donors, current donors, corporate sponsors, educational and academic representatives, alumni, admissions, prospective students, other College entities, and other outside interested parties.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills, and Abilities

Minimum Qualifications

Bachelor's Degree in Nursing from a regionally accredited institution of higher education; Master's degree preferred.

MANAGER, NURSING SIMULATION & LABORATORY EXPERIENCES

Three (3) years of full-time professional work experience in the practice of nursing as a Registered Nurse or part-time equivalent.

Active, unencumbered licensure in the State of Florida as a Registered Nurse.

Current American Heart Association-compliant Basic Life Support (BLS) certification, ACLS, and PALS certification or ability to obtain within 90-days of hire.

Certified Healthcare Simulation Educator® (CHSE®) certification or ability to obtain within 120 days of hire.

Familiarity with INASCL and SSH standards.

Ability to create a learning environment conducive to inclusive, holistic nursing education for students.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business. Travel required up to 50% to campuses other than home campus location.

Extended hours, including evenings and weekends, will be required periodically.

Strong initiative and proactive work ethic.

Strong organizational skills and ability to focus on tasks.

Self-motivated with effective time-management skills.

Ability to effectively collaborate with department, campus, and outside partners.

Outstanding written and oral communication skills.

Proficient in Microsoft Office.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

MANAGER, NURSING SIMULATION & LABORATORY EXPERIENCES

- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. Also requires ability to climb, balance, and crouch. Requires ability to regularly lift and/or move up to 25 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 19, 2023. Revised: September 15, 2023.