

Classification Description

Job Title: Simulation Operations Specialist II,
School of Nursing

Pay Grade: 115

Job Code: 4262

FLSA Status: Exempt

Job Purpose

The Simulation Operations Specialist II, is responsible for coordinating and supporting simulation-based education and instructional support for AS Nursing and other Perkins-eligible health professions programs, as directed by the Associate Dean of the School of Nursing and in collaboration with program leadership and faculty from both the School of Nursing and the School of Allied Health. This role may require work at all FSW campuses. This is a full-time, 12-month position funded by the Perkins Grant, reporting to the Associate Dean of the School of Nursing.

General Responsibilities

Essential Functions

Assists with facilitating student learning experiences in the simulation environment; coordinates with Faculty on didactic and laboratory courses that utilize simulation; assists Faculty to ensure all students receive satisfactory programmatic and technical instruction, exposure, and experience.

Assists with the setup and take-down of the simulation supplies and equipment; maintains inventory of appropriate supplies, patient forms, and equipment at clinical and/or laboratory training sites.

Assists the faculty, instructional staff, and program leadership with maintaining simulation education records, including outcome measures such as student learning in simulation experiences, as well as performance measures in the educational delivery of simulation/practicum education.

Provides technical support for all simulation operations, including preparation, maintenance, and repair of computerized manikins (software and hardware), task trainers, and related multimedia peripherals.

Ensures the effective and efficient operation of the lab, assesses and provides for meeting program and student needs, and oversees the operation of high and medium fidelity technology to ensure safe and effective use of the simulation equipment.

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Coordinates activities in the pre-clinical, clinical, laboratory, and in simulation education settings as determined appropriate by program faculty and instructional staff.

Performs as a liaison with external agencies used for simulation and continuing educational experiences.

Supports/assists in role playing applications, props placement, and moulage set-up to create a virtual health care environment and experience.

Operates simulators based on priorities identified by the faculty and instructional staff.

Assists with training faculty and instructional staff in the use of simulation equipment.

Conducts tours and simulation sessions for internal/external groups and/or individuals.

Assists faculty, instructional staff, and program leadership in developing new courses or training initiatives.

Engages in educational endeavors to maintain proficiency with simulation technology and its use to facilitate learning.

Monitors cost-effective use of human and material resources.

Assists with implementation of simulation that aligns with an assigned course(s) or program according to the curriculum, program accreditation standards, and the course and program objectives as assigned by program leadership.

Assists in ensuring that simulation standards of best practice are followed.

Participates in departmental, committee, and other College meetings; attends local, state, and regional meetings as appropriate to support the development of assigned programs.

Assists with Open Labs as needed.

Contributes additional instructional support services, as assigned.

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

Registered Nurse with a relevant Bachelor's degree or higher degree from a regionally accredited institution of higher education.

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Three (3) years of professional full-time work experience in nursing or related healthcare discipline.

Current unencumbered licensure in good standing as a registered nurse.

Encouraged to obtain Certified Healthcare Simulation Operations Specialist certification within eighteen (18) months of hire.

Must be able to work flexible schedule that may include evening and weekend assignments.

This is a campus-based position with occasional travel to other campuses for official FSW business as needed to assist with simulation.

Demonstrated experience using instructional technology, computers, and software applications.

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.
- 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 manuals 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.

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- 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 views 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, and walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

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

Approved: July 18, 2024. Revised: July 31, 2025.