

Humboldt Bay Regional Simulation Center – Pilot Project  
A local collaborative of health care providers and educators

**JOB DESCRIPTION**  
**Pilot Project – Simulation Center Technician**  
**GRANT FUNDED – 1 YEAR**  
**\$17.00/hr**

**Category: 35hrs/wk**

**Supervisor: Sim Center Manager**

**Job Purpose:**

- The Simulation Center Technician participates with the Sim Center Manager in the operations of the Center.
- The Sim Center Tech helps ensure the smooth operations of HBRSC.
- The Tech position:
  - Supports daily operations
  - Maintains human simulators and lab equipment
  - Manages simulation lab supplies
  - Performs pre-simulation activities
  - Assists with simulation scenarios
  - Performs post-simulation activities

**Level of Supervision:**

- Receives minimal direction
- Reports to Simulation Center Manager

**Knowledge, Skills, and Abilities**

**Education and Experience:**

Any combination of the listed experience and education are indicative of preparation likely to impart the knowledge, skills, and abilities related to the essential job results

- Associates or Bachelor's degree preferred, or 3 year equivalent work experience
- Ability to work with computers (PC or MAC experience required and must know Microsoft office programs- Excel, Word, PowerPoint)
- Ability to work in fast paced environment
- Ability to work flexible schedule (early mornings, late evenings may be required)
- Health care experience helpful (but not required)
- Excellent written and oral communication skills

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Pilot Project Simulation Center Technician

- Excellent organizational skills and ability to think logically and follow directions
- Creativity and flexibility in designing innovative approaches to solving problems
- Commitment to utilizing simulation methodology in learning and its ability to transform nursing education
- Comfortable with technology, willing to learn
- Interest in health care and computers/technology helpful
- Outgoing, dynamic personality
- Lifting, pushing, and pulling up to 50 pounds

**Essential Job Duties/Responsibilities:**

- I. Supports daily operations:
  1. Orient students and faculty to lab
  2. Coordinate room scheduling
  3. Perform clerical functions
  4. Maintain lab attendance records
  5. Track laboratory usage
  6. Provide technical support to students
- II. Maintain human simulators and lab equipment:
  1. Perform operational checks on equipment and troubleshoot equipment failure
  2. Ensure security of equipment
  3. Consult with technical support
  4. Perform hardware and software upgrades
  5. Repair simulation equipment per manufacturer specifications
  6. Coordinate outside repair for equipment
  7. Coordinate transport of simulation equipment
  8. Oversee scheduled maintenance and maintain equipment warranties
  9. Recommend equipment purchases to management
- III. Manage simulation lab supplies:
  1. Assess supply needs and order simulation supplies
  2. Create database for inventory of supplies, perform inventory and track usage
  3. Organize storage of supplies
  4. Make supplies available for students
  5. Manage hazardous materials per established standards
  6. Liaison with vendors
- IV. Perform pre-simulation activities:

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1. Program patient scenarios and setup control room for simulation activity
  2. Prepare scenario props and create scenario moulage
  3. Assemble pre-simulation learning materials
  4. Assist in creating documentation for scenario
- V. Execute Simulation Experience:
1. Pre-brief students, staff, and faculty
  2. Operate simulation console and software
  3. Manipulate simulator during scenario
  4. Record simulation activities
  5. Assist faculty in managing METiVision activities (digital video)
  6. Assist faculty in monitoring students' safety
  7. Perform "on the fly" trouble shooting
  8. Provide theatrical support (including moulage and voice over)
- VI. Perform Post-simulation activities:
1. Operate METiVision debriefing equipment
  2. Administer student evaluations of simulation experience
  3. Provide feedback for improving simulation experience
  4. Return Sim lab to pre-scenario condition
  5. Salvage re-usable supplies and repackage

**Working Conditions and Travel:**

- Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation
- Minimal overnight travel by land and air
- Occasional evening and weekend work