

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Simulation Coordinator	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Associate Degree Nursing	<b>REPORTS TO:</b>	Director of Associate Degree Nursing
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**Position summary:** The position of the Simulation Coordinator is to assist the faculty in the use of simulation activities to enhance the clinical learning experiences of the students.

**Position responsibilities:**

- Provide leadership and coordination of clinical/simulation laboratory operations in support of the curriculum; the mission and philosophy of the nursing education unit; and formal and informal teaching.
- Collaborate with nursing education faculty to determine specific student needs and correlate those needs with course objectives to develop appropriate and effective healthcare scenarios for human patient simulation equipment and/or standardized patients.
- Translate healthcare scenarios requested by faculty into a skills lab setting utilizing human patient simulation equipment; implement processes required for successful demonstrations.
- Demonstrate personal and professional growth in supporting clinical laboratory learning.
- Participate in the development, implementation, and evaluation of the program of learning in simulation.
- Participate in the development of policies and standards, which affect students and faculty in simulation.
- Report student problems to the appropriate instructional administrator.
- Provide instructional support in the simulation and skills labs for students and faculty to improve competencies and skills in meeting course objectives.
- Engage in evaluation of simulation in an effort to assess teaching skills/strategies and to improve effectiveness.
- Maintain a master calendar of simulation activities.
- Supervise support specialist in simulation laboratory duties.
- Orient faculty and students to new equipment/technology in the instructional laboratories.
- Maintain laboratory environment appropriate to student learning. Maintain an inventory of supplies to support learning activities.
- Participate in evaluation of student performance in relation to the debriefing process.
- Report for clinical and lab activities on time and promptly notify the appropriate instructor and administrator in the event of an unscheduled absence.
- Earn nursing contact hours related to simulation to maintain nursing licensure.
- Maintain a professional working relationship with students, fellow faculty members, administration, staff and clinical personnel.
- Assist in the recruitment of students when appropriate.
- Serve as a faculty sponsor for student organizations if selected by the appropriate administrator.
- Participate in professional and community activities for the improvement of the college.
- Attend and participate in all faculty, committee, and program/college meetings as assigned.
- Participate in the activities of the total faculty in ways, which benefit the college, the unit in nursing, and the faculty.
- Serve as a good public relations agent, both in the laboratory and the community.
- Remain loyal to the college and its purpose.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Master's degree in nursing. Minimum of 2 years of clinical experience as a registered nurse. Licensure verifying current legal status as a registered nurse in the state of Texas. Teaching experience at the college level preferred.

**Knowledge, Skills, and Abilities Required:**

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.

- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical clinical environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- Possible exposure to physical risk.
- Some travel required.