



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Simulation Program
POSITION NO.	501701
LOCATION	Lincoln
REPORTS TO	Dean of Health and Rehabilitative Sciences
GRADE	PSA 15
WORK SCHEDULE	Non-standard 35 hours per week
REVISION DATE	September 2023

JOB SUMMARY:

Responsible for the daily operations of the Simulation labs, provide technical skills, instruction, and evaluation to support the use of simulation. Coordinate and facilitate simulation experiential learning activities and opportunities for students. Responsible for assisting faculty in creating, preparing, delivering, and evaluating high-quality simulation experiences. Work with the faculty to update all simulation-related experiences and curriculum, as it relates to simulation.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

Student Focus:

- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Assess needs and assured integration of simulation-based activities in the curricula to meet the identified needs.

Instructional and Communication Skills:

- Serve as the college's lead in the day to day operations, point-of-contact for simulation resources and provides timely and effective responses to simulation requests from faculty, staff, and academic partners
- Provide reports and recommendations to the course faculty, respective Program Directors, Department Chairs and Deans, as appropriate.
- Orient learners to the simulation environment and assist faculty in leading effective pre-briefing sessions.
- Provide orientation and professional development, ie, continuing education for staff and faculty relative to simulation-based activities.

Accreditation; Curriculum and Program Development:

- Collaborate with faculty to continually develop and update simulation experiential learning opportunities, as well as prepare and deliver such experiences for the College's students.
- Utilize the ADDIE model, the five stages of a development process: Analysis, Design, Development, Implementation, and Evaluation.
- Make recommendations related to student learning needs and equipment.
- Incorporate a Standardized Patients program within the simulation learning.
- Collaborate with faculty to maintain records of completing assignments in Sim Chart, Blackboard or other electronic platforms.
- Assist in the implementation of simulation standards and best practices and provides faculty with evidenced-based guidelines to ensure positive and consistent learning experiences for students.
- Assist in the evaluation of Simulation Technicians or Simulation staff as necessary as related to simulation.
- Responsible for rescheduling students for additional simulation experiences when clinical site experiences change.
- Organize simulation experiences (pre-briefing, scenario, and debriefing activities) and efficient use of lab time.

- Maintain accreditation through Simulation Society in Healthcare (SSH).
- Coordinates Simulation Lab Schedule to insure each Health Science program get equitable opportunities for lab/simulation usage.
- Coordinates simulation equipment for readiness including:
- Equipment and supplies, and their security
- Inventory and reorder needed lab supplies
- Formulate budget recommendations
- Coordinate and Implement Interprofessional opportunities each semester with other health disciplines.
- Maintain documentation to track program progress, such as: evaluation data, current trends, advanced simulation modalities and FERPA documentation to address confidentiality agreements.

Departmental & College Support:

- Participate in College activities.
- Participate in HARS Department activities, which includes divisional meetings, simulation oversight committee and faculty meetings to ensure coordination of didactic instruction, practicum experience and assist in policy development as it relates to simulation learning.
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in nursing
- Current Rhode Island RN License
- Certification as a Healthcare Simulation Educator (CHSE)
- Minimum of two years of clinical nursing experience and simulation education in higher education (full or part-time, professional and graduate work included);
- Demonstrated knowledge of higher education Nursing and Health curriculums
- Demonstrated computer skills (including data management and multiple software packages);
- Demonstrated organizational skills; Demonstrated strong interpersonal and verbal communication skills;
- Demonstrated proficiency in written communication skills; Demonstrated experience working with students;
- Demonstrated ability to work in a team environment with minimal supervision; and,
- Demonstrated ability to work with diverse groups/populations.

PREFERRED REQUIREMENTS:

- PhD or DNP in nursing.
- 3-5 years of clinical nursing experience and simulation education in higher education (full or part-time, professional and graduate work included)

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.