



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Simulation Technician
LOCATION:	Nursing Department, Simulation Lab Initially located at the Flanagan Campus, Lincoln, R.I.
REPORTS TO:	Coordinator of Nursing Clinical Education
GRADE:	CCRI PSA 9
WORK SCHEDULE:	Academic-year position; 35 hours per week (to be arranged by Coordinator of Nursing Clinical Education) Approximately 40% days and 60% evenings/weekends: Mon- Weds 2-10p; Thurs 11-7pm; 20-Saturdays; 20-Sundays 8-4pm
SUPERVISES:	May supervise student help

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: Under direction and supervision of the Coordinator of Nursing Clinical Education, the individual will provide technical support for all simulation operations, including, but not limited to: maintenance and repair of computerized mannequins (software and hardware).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand the use and operation of different simulator technology.
- Serve as simulator operator running pre-programmed scenarios with faculty instructors, assuring all equipment is set up for course programs.
- Support/assist in role playing applications, props placement and moulage set-up.

Knight Campus

- Provide technical assistance, support and training to faculty, instructors and staff in use of simulation equipment, as necessary.
- Maintain inventory of supplies and equipment and conduct routine inventory updates. Provide recommendations for budgeting and purchase of equipment, supplies and materials.
- Conduct ongoing maintenance of all simulation equipment, including cleaning, repairing, assuring that all equipment is maintained in good working order at all times.
- Maintain record of repairs required and completed.
- Interface with equipment manufacturers regarding equipment troubleshooting and system problems.
- Maintain current knowledge of simulation equipment catalogs and operation manuals
- Participate in technical training as necessary.
- Assist with special projects or initiatives as needed.
- Assist the Coordinator of Nursing Clinical Education in equipment budgeting for Center.
- Assist faculty with the development of new skills modules.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Perform other related duties as required.

QUALIFICATIONS:

- Associate's degree in technology or a health-related field is required.
- Bachelor's degree in Computer Science, technology, or health-related field preferred.
- RN, EMT, Paramedic, or Certified Respiratory Therapist preferred.
- Previous experience in simulation lab preferred.
- Must be able to independently move equipment (less than 25 lbs.) and move manikins (less than 50 lbs.) with the assistance of others.

SKILLS AND ATTRIBUTES PREFERRED:

- Knowledge of patient simulation, technologies and applications.
- Knowledge of computer hardware equipment and software applications relevant to simulator functions.
- Knowledge of audio/video equipment and software for recording, duplication, mixing and editing.
- Proficiency in MS software applications including MS Outlook, Word, Excel, and PowerPoint as well as Internet and database applications.
- Ability to learn new software and hardware quickly and independently.
- Ability to assess, troubleshoot, and fix equipment failures in a timely fashion.
- Ability to maintain confidentiality regarding job assignments and sensitive issues.
- Ability to work with internal and external individuals from different disciplines and different levels of training.

- Strong written and verbal communication skills.
- Self-motivated and ability to work effectively in team environment.
- Flexibility and adaptability in dynamic environment; able to work evenings/weekends on as needed basis.
- Excellent organizational skills.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>