



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

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| <b>POSITION:</b>      | Simulation Technician   |
| <b>LOCATION:</b>      | Nursing Department, Simulation Lab<br>Initially located at the Flanagan Campus, Lincoln, R.I.                                 |
| <b>REPORTS TO:</b>    | Coordinator of Nursing Clinical Education   |
| <b>GRADE:</b>         | CCRI PSA 9  |
| <b>WORK SCHEDULE:</b> | 35 hours per week, to be arranged by Coordinator of Nursing Clinical Education. Some evening and weekend work will be needed. |
| <b>SUPERVISES:</b>    | May supervise student help  |

**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.
- 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.

**Knight Campus**

- 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.
- 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:**

- 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 / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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