

**Alverno College**  
**Non-Exempt Position Description**

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**Position Title:** CCE Lead Clinical Skills Teaching Assistant and Simulation Technician

**Department:** DEMSN - Mesa   **Status:** 12 months, Full-time (1.0 FTE)

**Reports To:** Center for Clinical Education (CCE) Manager

**Date:** June 2023

<p><b>Primary Function:</b> Perform day-to-day operations within the CCE to assure a safe and effective simulated and actual learning environment for nursing students.</p>
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**Principal Responsibilities General:**

- Collaborates with the Center for Clinical Education (CCE) and Simulation Manager, Alverno Faculty, clinical skills teaching assistants, and simulation facilitators to:
- Ensures a safe and healthy learning environment in the CCE.
- Supports student learning and clinical skills validation activities in the CCE during open classroom sessions, open lab practice hours, clinical make-up sessions, and capstone projects.
- Sets-up/restores, operates, and adapts patient care simulators, multimedia, computer, and related equipment needed for health care simulations.
- Coordinates with Milwaukee-based colleagues as needed to support simulation.
- Works in conjunction with CCE manager to oversee:
  - Patient care simulation technologies and applications
  - Lab preparation and maintenance
  - Standard computer software applications
  - Simulation schedule, as needed
  - Inventory and material storage and procedures
  - Observation, documentation, and record of simulation maintenance
- Completion of annual maintenance by vendors
- Operates patient care simulators, prepares simulation environment, and develops and applies scenario moulage to model physiological responses to the clinical and skill objectives and specifications.
- Problem solves new and existing patient care simulators and technology.
- Restores simulation environment to pre-scenario conditions.
- Provides recommendation for simulation improvements.
- Assists instructors with the implementation of clinical scenarios.
- Explains the functions of patient care simulators and related technology to students.
- Ensures student compliance with lab policies, procedures, and safety precautions.
- Performs and oversees maintenance and repair of simulators, and related technology in the simulation environment.
- Maintains appropriate records related to simulation maintenance and technologies.

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- Supervises stocking of forms, supplies, materials, and equipment in the simulation environment; stores, discards, and rotates supplies and materials.
  - Assists in the research of purchasing options for simulation equipment and software.
  - Participates in ongoing learning of new simulation technologies.
  - Assist in maintenance of policy and procedure manuals for simulation.
  - May be assigned to perform other duties in the CCE during peak workload periods and in the absence of assigned personnel.

#### **With Respect to Alverno Educators**

- Works collaboratively with nursing faculty and staff.
- Collaborates with the simulation coordinator, facilitator and CCE manager to resolve issues related to patient care scenarios.

#### **With Respect to Curriculum**

- Troubleshoot patient care simulators and related technologies.
- Take initiative and work independently.
- Adhere to schedules and deadlines.
- Learn the characteristics of new equipment and update skills to adapt to changing technology.

#### **With Respect to Students**

- Maintain the confidentiality of information.
- Communicate effectively both orally and in writing.
- Give clear and concise instructions.
- Keep accurate and precise records.
- Create a supportive learning environment.

#### **Qualifications**

- BSN degree required; MSN preferred.
- Current Arizona Nursing License required.
- Availability evenings and weekends, if needed.
- A minimum of one year of clinical nursing practice experience required; clinical skills laboratory and simulation center experience preferred.
- Working knowledge of Microsoft Office preferred.
- Well-developed written and oral communication skills. Must have the ability to read, interpret, write, and complete documents.
- Ability to communicate and respond to faculty, peers, and students in a respectful, professional, and timely manner.
- Flexible and collaborative work style, well-developed organizational abilities, and strong problem-solving skills required.
- Ability to work evenings and occasional weekends required.
- Ability to speak and hear. Must be able to freely move throughout the facility. Must have the ability to lift and/or move up to 50 pounds.

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter, resume, and list of references to the on-line application**

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