NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Title III Simulation Coordinator

Department: Title III  
FLSA Status: Exempt  
Reports To: Dean of Allied Health Services

Job Status: Full Time  
Grade/Level: Admin/Prof I-H  
Amount of Travel Required: As needed

Work Schedule: Monday - Thursday 8AM - 6PM  
Positions Supervised: None  
Friday 8AM - 12PM  
Contract Length: 12 months  
Or as assigned by the supervisor

GENERAL STATEMENT OF DUTIES:

The Title III Simulation Coordinator will assist in planning and developing a simulation lab that will be used for all Allied Health programs. The Coordinator will provide training to faculty/staff to assure the equipment and technology is used effectively and safely. Coordinator will work with college faculty, staff, and students to ensure the optimal integration of the lab equipment into the face-to-face, online, and hybrid Allied Health curriculum. The Coordinator will work closely with Title III staff to as they work to accomplish Title III objectives.

MAJOR RESPONSIBILITIES:

• Coordinate activities in a manner that will facilitate maximum effectiveness and utilization of simulation lab equipment.
• Develop a plan to facilitate the development and implementation of an effective and system of tracking, frequency of use of all lab equipment
• Ensure smooth operation of simulation lab, including organization, scheduling, cleaning and entering data into the simulation program.
• Run simulation scenarios for students including debriefing; assist other faculty in running simulation scenarios, facilitate the education and learning process, and ensure that simulation center goals lead to meeting the grant outcomes.
• Remain current on best practices as related to teaching/learning in a simulated lab
• Assist in the setup of lab equipment for each unit of instruction.
• Oversee the upkeep and monitoring of equipment.
• Participate in departmental and Title III meetings when appropriate
• Advise and assist in the inventory and distribution of all Title III equipment.
• Work with college staff to institutionalize new practices and improvements according to the project schedule.
• Assist in ensuring successful, timely accomplishment of activity’s implementation strategies and approved objectives.
• Ensure that required evaluation data are gathered.
• Maintain records of all aspects of the activity
• Establish and maintain effective communication channels with students and faculty
POSITION CHARACTERISTICS:

Any combination of the listed experience and education are indicative of preparation likely to impart the knowledge, skills, and abilities related to the essential job results. Critically think in a fast-paced environment. Proficiency with PC and relevant software applications, audio/visual equipment required.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in nursing, health professions, or instructional technology
Hold current Texas License or degree in field
Experience with members of the Interdisciplinary Health Care
Minimum two years direct work experience in health professions clinical field of practice, preferable in education role.
Prefer minimum one year with use of clinical simulation equipment/environment.

Signatures:

__________________________________________  ________________________
Title III Simulation Coordinator                Date

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Dean of Allied Health Services                 Date

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Executive Vice President for Instruction       Date

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President                                    Date

Developed June 2011