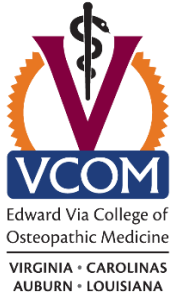


Position Description



Job Title: Healthcare Simulation Operations Specialist	
Department: Center for Simulation and Technology	Date: January 2025
FLSA: Non-Exempt	Work Location: Louisiana Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am – 5:00 pm
Reports To: Associate Dean for Center for Simulation and Technology	Percent Employment: 100%
Direct Reports: N/A	

I. Job Summary

The Healthcare Simulation Operations Specialist (HSOS) position serves the faculty, staff, and students in the departments of Standardized Patient, Manikin Simulation, and Procedural Skills. Duties include supporting the staff in the managing, scheduling, coordinating and end user support of all hardware, software and learning events associated with B-Line, Laerdal and other learning management systems. This position provides high quality support by displaying sound judgment, accuracy, diplomacy, confidentiality, and discretion. Must be proficient in Microsoft Windows and Microsoft Office including PowerPoint, Word, and Excel. Medical background desired, but not required.

Other duties include general receptionist duties (answering phones and meeting and greeting clients and visitors), general clerical duties (assisting in organizing a wide variety of office functions, coordinating files and records, coordinating schedules).

II. Job Duties

The following description of job responsibilities and standards is intended to reflect the major responsibilities and duties of the job in order of importance, but is not intended to describe minor duties or other responsibilities as may be assigned from time to time.

1. Standardized Patient

- Create and distribute student and patient schedules for testing
- Arrange for food and drinks (delivery/set-up/clean up) for SP's during testing
- Request and supervise exam room set-up/take-down
- Proctor SP exams utilizing B-Line software
- Linen delivery to cleaners and pick-up

2. Standardized Patient Small Group Review

- Reservation and set-up of Small Group Rooms or OMM Rooms
- Assign and distribute student and faculty grader schedules
- Arrange for food and drinks (delivery/set-up/clean) for faculty graders
- Assist with troubleshooting as needed

3. High-Fidelity Simulation
 - a. Create and distribute student and physician schedules for simulation
 - b. Reservation of skills area/rooms
 - c. Arrange for food and drinks (delivery/set-up/clean up) for faculty instructors
 - d. Set-up and cleanup of simulation activities
 - e. Simulator Operator
 - f. Set-up manikins for high-fidelity simulations and HeartCode ACLS
 - g. Distribute certification cards
 - h. Maintain high-fidelity manikins and computer systems
4. Procedural Skills
 - a. Create and distribute student and physician schedules for procedural skills
 - b. Reservation of skills area/rooms
 - c. Set-up and cleanup of lab and check-off activities
 - d. Monitor testing stations during skill exams
 - e. Maintain and service partial task trainers
 - f. Assist in compiling grades and survey data
5. Inventory Management
 - a. Management of asset and stock items utilizing online inventory management system
 - b. Notify Directors when supplies need to be ordered
6. Center Tours
 - a. Assist with Center Tours
7. Other Duties As Assigned
 - a. Assist facilities as required

Goal: Eligibility or maintenance of CHSOS Certification as dictated by Society for Simulation in Healthcare

III. Required Qualifications:

1. Education: High School diploma required with preference give to Bachelors Degreee
2. Licensure or certification: N/A
3. Experience: Negotiable
4. Skills required for this position:
 - a. Learning Management Systems (Storyline articulate)
 - b. Laerdal Graphical User Interface
 - c. B-Line Central Command Module
 - d. Excellent interpersonal and communications skills
 - e. Strong team player
 - f. Commitment to company values

- g. Basic computer proficiency

Successful candidate will be subject to a criminal history background check.

Regular, reliable and predictable attendance is an essential function of the job.

IV. Working Conditions and Efforts: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

V. VCOM Core Values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____

Date: _____

Approvals:

Division Officer: _____

Date: _____

Immediate Supervisor: _____

Date: _____

President: _____

Date: _____