

Duke University School of Nursing

Job Description

HR Title: Staff Specialist

Working Title: Simulation Technology Specialist II

Job Code: 0083

Job Level: 9

Updated 07/18/2022

Occupational Summary

Coordinates and performs the use of simulation equipment in the Center for Nursing Discovery

Supervisor

This position reports to the Director of the Center for Nursing Discovery

Work Performed

Operational & Administrative Support (30%)

1. Assists with the setup of lab equipment and spaces coordinating with the CND Lab Administrator.

Technical Management & Simulation Coordination (40%)

1. Programs complex simulation scenarios for manikins, standardized patients, and virtual events, including healthcare provider orders, labs, x-rays and simulated data.
2. Trains faculty and CIs in the operation of simulation software and advises on the best modality of simulation equipment to meet the learning objectives.
3. Trains and supervises student workers on technical responsibilities within the CND.
4. Develops and maintains a comprehensive plan for the continued update of all software and firmware for technical devices in the CND.
5. Coordinates with Technical Operations Coordinator in monthly SON-IT meetings to implement Duke OIT and Duke Health technology requirements for CND technology.
6. Coordinates with Facility Operations department on CND needs including facility repairs, mailing, and delivery of equipment.
7. Maintains and implements of best practices in simulation.
8. Creates a realistic simulated healthcare setting using moulage on manikins, task trainers, and standardized patients.
9. Provides voice of the patient or serves as a standardized patient when needed during simulation scenarios.
10. Conducts and evaluates lab activity “technical walk-throughs” before the activity with CND staff and faculty.

11. Recommends and/or make necessary changes in materials, techniques, or procedures to optimize the value of the simulation.
12. Schedules and perform recordings of simulation activities in the LearningSpace video capture system.

Maintenance of Simulation Equipment (30%)

1. Performs routine, ongoing maintenance and minor repairs to simulated equipment including calibrations and cleaning in accordance with manufacturers' recommendations.
2. Diagnoses issues with malfunctioning equipment and makes recommendations for substitute/replacement equipment to ensure continued student learning.
3. Coordinates with external vendors and recommends cost effective repairs of equipment including scheduling on-site service, shipping to the vendor for repair, or replacement of equipment.
4. Maintains accurate and up-to-date maintenance records.

Perform other related duties incidental to the work described herein.

Required Qualifications at this Level

Education/Training: Work requires a broad knowledge of technical, administrative and clerical skills normally acquired through two years of post- secondary education in computer/information technology, healthcare, or related business field.

Experience: Work generally requires four years of clerical or research experience to acquire strong skills in administrative or project research responsibilities as well as accepted office management, communications and research practices.

A bachelor's degree in a field of study directly related to the specific position may be substituted for the education and two years of the experience requirement.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Skills: N/A