Nursing Simulation Laboratory Coordinator

Applications are being accepted for a full-time Nursing Simulation Laboratory Coordinator. This position reports to the Dean of Nursing.

The full-time nursing simulation coordinator will be responsible for coordination of all nursing simulation lab activities, including supervision and evaluation of student progress in the college nursing laboratory in Archbold and Van Wert within established guidelines. This position will work closely with nursing faculty. This is a 9-month 37.5-hour flexible hours with some evening hours required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Graduate of an approved school of professional nursing. A baccalaureate degree in nursing and a master's degree or an earned higher academic or professional degree in nursing and a certification as a Healthcare Simulation Educator. Current, valid licensure as a registered nurse in Ohio. At least two years in the practice of nursing. Teaching experience desired.

Necessary Knowledge, Skills, and Abilities: Must have knowledge and skill in basic nursing care. Must maintain biennial participation in twenty-four contact hours of continuing education or three academic credits of nursing content to maintain Ohio licensure and maintain simulation certification. Membership in professional nursing associations is encouraged.

In accordance with the Professional Agreement, this position will be placed on the appropriate step of the faculty salary index pursuant to years of experience and education.

A complete job description is attached.

Candidates should submit a cover letter and updated resume, in Word or PDF format: to careers@northweststate.edu using subject line “Nursing Simulation Lab Coordinator” as the subject line.

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on “Community” then “Employment Opportunities.”

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.
POSITION TITLE: Nursing Simulation Laboratory Coordinator  
DEPARTMENT: Nursing Division  
APPOINTING AUTHORITY: Dean of Nursing  
SUPERVISOR: Dean of Nursing  
GRADE LEVEL: 9 Month Non-Teaching Professional; Professional Unit; Exempt

GENERAL PURPOSE

The full-time nursing simulation coordinator will be responsible for coordination of all nursing simulation lab activities, including supervision and evaluation of student progress in the college nursing laboratory in Archbold and Van Wert within established guidelines. This position will work closely with nursing faculty. This is a 9- month 37.5 hour -flexible hours with some evening hours required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitate nursing laboratory instruction:  
   a. Supervise and evaluate student progress in nursing simulation laboratory learning experiences in accordance with established departmental policies.  
   b. Maintain appropriate student records.  
   c. Communicate regularly with lead faculty and clinical teaching assistants in order to facilitate student success.  
   d. Work to ensure a positive and favorable learning environment in the nursing simulation lab and the general campus environment.  
   e. Maintains simulation supplies, simulation equipment, inventories and records.  
   f. Orients and trains nursing faculty and clinical teaching assistants to simulation education.  
   g. Provides supplemental laboratory instruction, as needed.  
2. Participate in the development, assessment, and evaluation of curriculum:  
   a. Assist with assessment and evaluation of existing courses and program curriculum.  
   b. Assist in developing planning, implementation, evaluation and modification of the total nursing program.  
   c. Participate in orienting new faculty to the program and to the college.  
3. Participate in student retention  
   a. Arrange and maintain suitable office hours for student advising and academic assistance.  
   b. Provide academic advising and counseling to students assisting with course selection and academic requirements.  
4. Facilitate cooperative relationship with outside agencies including:
a. Clinical facilities
b. Colleges and universities
c. Business and Industry
d. Career Centers/Tech Prep/dual enrollment/high schools
e. Collaborate with appropriate others on issues influencing the learning environment or the student's health and welfare.

5. Attend and participate in departmental, faculty, college, and advisory committees, and other scheduled meetings/activities at which attendance is expected.

6. Complete assigned tasks in a timely manner and follows established college policies and procedures.

7. Engage in professional development activities to maintain and enhance course content and instructional skills.

8. Participates in departmental and institutional accreditation activities.

PERIPHERAL DUTIES
Other non-instructional duties and responsibilities as agreed upon between the instructor and the Dean of Nursing.

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Education and Experience: Graduate of an approved school of professional nursing. A baccalaureate degree in nursing and a master's degree or an earned higher academic or professional degree in nursing and a certification as a Healthcare Simulation Educator. Current, valid licensure as a registered nurse in Ohio. At least two years in the practice of nursing. Teaching experience desired.

Necessary Knowledge, Skills, and Abilities: Must have knowledge and skill in basic nursing care. Must maintain biennial participation in twenty-four contact hours of continuing education or three academic credits of nursing content to maintain Ohio licensure and maintain simulation certification. Membership in professional nursing associations is encouraged.

SUPERVISION RECEIVED
Reports directly to the Dean of Nursing.

SUPERVISION EXERCISED
Aid in the support of adjunct faculty and student workers

RESPONSIBILITY FOR PUBLIC CONTACT
Position will interact with students, NSCC and other college personnel, business and industry and the general public

LICENSING AND REGULATION
Current, valid licensure as a registered nurse in Ohio. Valid driver’s license.
TOOLS AND EQUIPMENT USE

This position must operate general office equipment. College or a personal vehicle may be needed for travel to off-campus sites. This position must be able to operate instructional equipment at the College as well as remote instructional sites.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in a nursing simulation laboratory setting. The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.