

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Nursing Simulation Lab Specialist

**BASIC FUNCTION:** Under the supervision of the Dean, School of Nursing, provides technological expertise, instructional support, and advocacy in nursing simulation.

**PROVIDES WORK OR LEAD DIRECTION TO:**

**REPRESENTATIVE DUTIES:**

1. Support daily operations of the nursing simulation lab such as providing technical support to students and faculty during lab time.
2. Maintain human patient simulators and lab equipment including hardware and software installation, upgrades, operational checks, troubleshooting, and repair.
3. Manage simulation lab supplies including ordering and organization.
4. Perform pre-simulation activities, such as programming patient scenarios and assembling pre-simulation learning materials and simulators.
5. Execute simulation experience, including operating simulators, simulation console, and software.
6. Perform post-simulation activities, such as restoring lab to pre-scenario conditions.
7. Collaborate with faculty and staff for scenario building, establishment of standardized procedures, and assistance with new technology.
8. Maintain simulation lab documentation and resources, including maintenance of HPS and Computer lab reservation calendars, attendance records, and assisting in the maintenance of the nursing website.
9. Maintain professional development through best practice updates, industry networking, and researching of future products.
10. Promote marketing and growth of simulation by conducting tours of simulation lab and participating in community outreach and marketing.
11. Maintains HPS laboratories in a clean and orderly condition.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate degree from an accredited institution.

**EXPERIENCE:** A minimum of one year experience in an office or lab setting using basic office practice skills.

**LICENSES/CERTIFICATIONS:** N/A

**KNOWLEDGE OF:** medical equipment and terminology preferred but not required. Basic clerical and computer skills such as MS Word, Windows, Excel. Basic familiarity with electromechanical and pneumatic functions of equipment and devices. Web design knowledge and skills. Dual platform computer knowledge with PC and Mac is preferred.

**ABILITY TO:** Requires the ability to exert some physical effort, such as walking, standing, lifting items up to 25 pounds; dexterity in the use of fingers, limbs and body in the operation of technical equipment and

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computers. Adaptability with programming languages and methods is preferred. Must be able to maintain effective working relationships with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, students, faculty and other departmental staff.

**WORKING CONDITIONS:** Normal office and laboratory environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.