



: Healthcare Simulation Operations Specialist	
: Center for Simulation and Technology	: September 2024
: Non-Exempt	: Carolinas Campus
: Classified Staff	Monday – Friday: 8:00am – 5:00pm
: Associate Dean for Center for Simulation and Technology	: 100%
: N/A	

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 SIMiQ, 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, Teams, Zoom, Storyline, Word, Canvas, ExamSoft and Excel. Medical background preferred, 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).

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. _____
 - a. Create and distribute student and patient schedules for testing and lab sessions
 - b. Arrange for food and drinks (delivery/set-up/clean up) for SP's during testing
 - c. Request and supervise exam room set-up/take-down
 - d. Proctor SP exams utilizing SIMiQ software
 - e. Linen delivery to cleaners and pick-up
 - f. Assist with COMPE
 - g. Understand and assist with duties of the Director of Standardized Patients.

2. _____
 - 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. Develop simulator operator skills
- f. Set-up manikins for high-fidelity simulations and RQI ACLS
- g. Distribute certification cards
- h. Maintain high-fidelity manikins and computer systems
- i. Understand and assist with duties of the Director of High-fidelity Manikin Simulation

3. _____

- 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. TÆTQq0.01 ni]TJ

