

## Miles Community College Clinical Sim Coordinator & CRRN

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**Department:** Nursing

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** Nursing Program Director and Lead Nursing Course Instructors

The Clinical Sim Coordinator & CRRN is a 10-month staff member position that will plan, operate, coordinate, schedule, and oversee the nursing skills lab, simulator lab, and clinical schedule and facilitate educational instruction and interventions within the clinical setting. The coordinator will work collaboratively with the Nursing Program Director and Nursing Faculty to ensure safe and effective use of the simulation lab and skills lab and create, coordinate, and maintain individual student clinical rotation schedules. Within the CRRN capacity a designated clinical site will be assigned, but instruction of clinicals can occur at any site as it may be required to fill in as needed.

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions**

##### **Simulation/Lab Coordinator**

- Collaborate with faculty and department/academic leadership to develop, plan and implement simulation experience in accordance with best practices in simulation education, and in alignment with curricular goals.
- Collaborates with nursing instructors to plan for skills lab sessions for all locations and to provide student remediation in the lab setting.
- Oversees the use and operations of the simulation learning resources, including simulation, lab space, and equipment.
- Technical programming of simulators, patient care equipment, and development of patient electronic healthcare records.
- Act as primary contact for scheduling all utilizations of simulation and lab spaces, working to prevent scheduling conflicts.
- Collaborates with supervisor to organize, maintain, order supplies, restock skills lab and simulation laboratory supplies.
- Maintains supply usage records and monitors equipment check-outs as directed.
- Oversee the set up and take down of simulation laboratory equipment, including lifting and moving of mannequins, allowing for rapid turnover of simulation lab set up as necessary.
- Provides theatrical production (costuming and moulage) for simulation scenarios as requested.
- Maintains organization of the simulation and skills labs to meet regulations and accreditation standards.
- Ensures safety and maintains OSHA standards within the simulation lab and skills lab; to include appropriate storage and disposal of hazardous waste and sharps.
- Maintains and coordinates repair of simulators with supervisor.
- Performs other related duties as required.

##### **Clinical Coordinator**

- Build and maintain positive rapport with area health care facilities and all clinical sites.
- Collaborates with nursing instructors to create, coordinate, and maintain individual student clinical rotation schedules.
- Identify facility requirements at each clinical placement location, such as orientation and electronic health record (EHR) training, and communicate these clinical entry requirements to instructors and students in a timely manner. Document, maintain, and update requirements as needed.
- Compliance with affiliating clinical agency requirements, policies and procedures. Attend meetings with clinical site leaders.
- Performs other related duties as required.

## **CRRN**

- Report directly to Lead Nursing Course Instructor.
- Responsible for the supervision of assigned student(s) within the clinical setting.
- Facilitate student's clinical assignments and scheduling in coordination with the lead instructors from each nursing course.
- Provide collaborative input to the lead nursing course instructor for the student's clinical progression notes and for the student's summative clinical evaluation.
- Provide collaborative input to the lead nursing course instructor for the student's written assignments.
- Offer input in the development, implementation, and evaluation of policies and curriculum for the Nursing Program.
- Maintain accurate attendance records for each student.
- Facilitates student learning in nursing skills lab through simulation and demonstration.
- Regularly attends and participates in nursing faculty meeting. A telecommuting CRRN can attend the meeting by phone/ITV and is requested to physically attend a meeting on campus the 3<sup>rd</sup> Monday of each month during the academic year.
- Travel required to main campus to meet CRRN responsibilities to include, but not limited to: Return Demonstration, Learning Fair, Simulation, Legal Seminar etc.
- Performs other related duties as required.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.

- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works efficiently.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

## **SKILLS & ABILITIES**

### **Education:**

Bachelor of Nursing preferred. Associates degree required.

### **Experience:**

Prefer five years of direct patient care to include, but not limited to: Med/Surgical unit, OB unit, or Long-Term Care unit, will consider two years. Demonstrate proven skills in oral and written communication, organizational skills, ability to coordinate and prioritize workload, ability to maintain strict confidentiality and experience in teaching adult learners.

### **Computer Skills**

Proficient computer skills to include Microsoft Office software and equipment.

### **Certificates & Licenses**

Must hold unencumbered registered nurses license in the State of Montana.

Required to keep current in their field by maintaining licensure through the completion of clinical hours and professional development. Nursing Licensure may be determined by Montana State Board of Nursing to maintain current credentials for advanced practicing nurse. The required clinical hours may be obtained through any medical facility including but not limited to hospitals, clinics, long-term care, assisted living and the College's student health service.

### **Other Requirements**

Ability to withstand long periods of standing and routinely lift heavy objects that may weigh up to 50 pounds.

**REVIEWED BY** (SUPERVISOR SIGNATURE) \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY** (EMPLOYEE SIGNATURE) \_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.