

August 9, 2022

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

\*\*This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Simulation Laboratory Specialist

Department: Technology & Health Division - Health Careers Resource Center

Time (FTE): .475 Term (months/year): 12 mos.

Work Schedule (Days, Hours): Tuesday - Friday, hours may vary

Salary Schedule (Range): A-95

Background and Rationale (use back of form if additional space is needed): The Board of Registered Nursing allows up to 25% of all clinical component hours to be completed in a simulation setting. With this increase, simulation hours in the HCRC have increased which calls for additional support of a simulation lab specialist to assist with simulation operation and maintenance of high fidelity simulators.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. This section MUST be completed in order to provide budget for the position.

Account Number(s): 17023-380140-211000-123000-2100 Nursing Program Support 100 % Amount \$ 37,092

Funding: (check all that apply) General Fund Unrestricted Restricted Funds Categorical Grant Temporary Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: End date:

Comments:

Signatures:

Sarah.Plesetz Digitally signed by Sarah.Plesetz Date: 2022.07.25 12:10:29 -07'00'

1. Requesting Manager Signature Date

Kelly Fowler Digitally signed by Kelly Fowler Date: 2022.07.26 13:37:18 -07'00'

2. Division Vice President Signature Date

08/09/22

3. AVP Fiscal Services Signature Date

CCCBO

Funding available Funding not available Position Number: CA9326 Contract Number: 253151

Comments:

Reviewed by President's Cabinet, the following action was taken on the above request:

Approved to fill immediately Denied Modified

If position does not have funding, provide funding directions:

Rationale:

Signature of President/CEO September 6, 2022

Continued Funded Position (ex. Vacancy) Former Employee (if applicable): N/A Last day of employment: 22-23 (Attach Existing Job Description) Newly Funded Position Fiscal Year 2017-18 No Existing Job Description (Attach Draft of New Job Description) Classified Confidential Supervisory Administrative

For Temporary Special Project Administrators only Temporary Special Project Administrator (Refer to AP 7135) Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From:

## EZ Salary Projection FY 2022-23 (Less than 50% FTE)

FTE less than 50%	
Description	Input
Select employee group	UA
Enter salary range	95
Enter months of employment	12
Enter FTE percentage	47.50%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$37,092</b>

*For Salary Ranges, please refer to the Human Resources*

*Website/Salary Schedules:*

<http://www.mtsac.edu/hr/salary-schedule.html>

*For questions, contact Christine Lam at Ext. 5428 or [clam@mtsac.edu](mailto:clam@mtsac.edu)*

Revised 3.7.22

## **MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

### **SALARY SCHEDULE: A SALARY RANGE 95**

#### **CLASS TITLE: SIMULATION LABORATORY SPECIALIST**

##### **DEFINITION**

Under general supervision, performs integration of simulation systems and equipment for registered nursing and other healthcare program laboratories; assists with development of scenario-based instruction; provides technical assistance, support, and training to faculty, staff, and students; provides recommendations to the Health Careers Resource Center (HCRC) team for the evaluation of simulation implementation strategies; and assists the Health Careers Resource Center Director and Coordinator, Health Programs in overseeing the operation of the simulation lab.

##### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Associate Dean, Technology and Health. Exercises technical and functional direction over and provides training to student workers.

##### **CLASS CHARACTERISTICS**

This is a specialized classification responsible for providing systems and equipment management for high fidelity simulations and adapting emerging technologies to meet the educational needs of the Registered Nursing Department and other healthcare program departments. Responsibilities include supporting the technological aspects of realistic, highly complex clinical scenarios using sophisticated equipment and software. Assists and supports faculty in operating clinical simulation that meets curriculum goals and produces measurable outcomes. Maintains and repairs complex high and low fidelity simulation equipment, as well as the identification and troubleshooting of problems with the equipment, in collaboration with the equipment manufacturer. Ensures the appropriate video recording and playback equipment is available and operational for debriefing after simulations. Ensures that the Simulation Laboratory has required equipment and supplies to meet faculty and student needs for objectives and content for courses that use high fidelity simulation and standardized patients.

##### **EXAMPLES OF ESSENTIAL DUTIES**

1. Maintains, troubleshoots, and repairs complex high and low fidelity clinical simulators.
2. Programs software to model simulators' physiological responses in complex scenarios developed with faculty and the Health Careers Resource Center.
3. Researches and adapts emerging technologies to meet the educational needs of students and faculty.
4. Supports the technological aspects of realistic, highly complex scenarios using sophisticated hardware and software.
5. Assists faculty with high fidelity simulations.
6. Ensures that the instructional media equipment such as video cameras, multimedia computer systems, and audio and video distribution systems are appropriate and functional at all times.
7. Works with Coordinator, Health Programs to maintain equipment and supplies from vendors that are needed for high and low fidelity simulations.
8. Attends seminars, conferences, in-service trainings, and meetings to maintain currency with simulation scenarios, technology, and their use.

9. Maintains current knowledge of simulation equipment and operation manuals.
10. Assists with training faculty and staff in the use of high and low fidelity equipment.
11. Maintains a safe and secure learning laboratory environment.
12. Maintains inventory of supplies and equipment; makes recommendations for budgeting and purchase of equipment, supplies, and materials.
13. Participates in public relations duties including tours and demonstrations in the simulation area.
14. Provides training and direction to student workers in the simulation area.
15. Serves as the liaison with the equipment manufacturers as it relates to simulation.
16. Programs software to model simulators' physiological responses to instructor specifications.
17. Collaborates with faculty in the use of simulation.
18. Coordinates work with the Health Careers Resource Center Director to develop and implement a simulation evaluation program.
19. Provides input on simulation program policies and procedures.
20. Serves as a resource for faculty utilizing simulation.
21. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Operational characteristics of simulation laboratory apparatus, equipment, and materials.
2. Advanced theories and applications of simulation technology.
3. Advanced principles and practices of laboratory operations.
4. Anatomy and physiology.
5. Operational characteristics of audiovisual equipment and tools.
6. Operational characteristics of electromechanical and pneumatic equipment and devices.
7. Parts, tools, equipment, and methods used in the diagnosis, installation, and maintenance of computer hardware and software.
8. Basic medical terminology and abbreviations.
9. Operational characteristics of ancillary equipment and machines related to simulation.
10. Methods, materials, practices, and tools used in equipment maintenance and repair for simulation equipment.
11. Principles and procedures of record keeping and filing.
12. Modern office clerical support practices and procedures, including the use of standard office and computer equipment.
13. Computer applications related to the work, including word processing, database, scanning, and spreadsheet applications.
14. Occupational hazards and standard safety practices.
15. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills and Abilities to:**

1. Perform complex technical work in an instructional learning environment for a highly technical or complex subject area.
2. Correctly and efficiently, set up laboratory equipment and materials used in exercises and experiments.
3. Analyze, troubleshoot, and apply problem-solving skills to technical problems.
4. Operate and demonstrate the proper use of specialized simulation equipment, supplies, and materials.

5. Safely and effectively, maintain and repair a variety of simulation equipment. Operate, understand the mechanical function of and perform maintenance and repairs on simulation laboratory equipment.
6. Properly store and dispose of hazardous chemicals and materials.
7. Troubleshoot and repair electronic and mechanical equipment.
8. Maintain current knowledge of simulation technology.
9. Ensure adherence to safe work practices and procedures.
10. Participate in budget preparation and administration.
11. Maintain an adequate inventory of materials for instructional programs.
12. Organize and prioritize a variety of multiple tasks in an effective and timely manner.
13. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
14. Understand and follow oral and written instructions.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Understand scope of authority in making independent decisions.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college in electronics, computer technology or related field, and three (3) years of experience in computer use, set up, troubleshooting, and maintenance repair of technology equipment, simulators, and mannequins.

**Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

**Preferred Qualifications:**

- Recent experience in computer use, set up, troubleshooting, and maintenance repair of technology equipment, simulators, and mannequins within the last five (5) years.
- Certification in Simulation Technology.

**PHYSICAL DEMANDS**

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied lab tools, instruments, and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment. May require the wearing of safety goggles, lab coat, rubber or plastic gloves, and face shields.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in a laboratory/classroom and in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, hazardous physical substances, mechanical and electrical hazards, and moving equipment. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.