



Wayne County Community College District

District Office

801 W. Fort Street
Detroit, MI 48226
(313) 496-2765
(313) 963-5816 fax

Human Resources

Notice of Position Opening
Internal/External
Full time
**Nursing Department Skills Lab and Simulation Administrator
(E003-24)**

Posting Date: November 22, 2024
Grade Level: Pathways/Exempt
Reports to: Provost, Health Sciences
Deadline: Applications will be accepted until December 6, 2024

As a member of the nursing faculty team under the direction of the nursing deans, the Simulation Lab & Clinical Administrator is responsible for the management, organization and maintenance of the simulation, medical-surgical, pediatric labs, and clinical coordination between nursing programs; meeting the learning needs of students and faculty in the lab/clinical settings.

Essential Responsibilities/Duties

The Simulation Lab & Clinical Administrator will participate in the development, implementation, instruction, and evaluation of the nursing programs; assist the faculty in the organization and maintenance of the lab equipment and manage lab learning environment. The simulation lab/clinical administrator will plan, supervise, and evaluate student learning in the on-site and off-site clinical practice settings when assigned.

Coordinator/Admin Duties:

1. Coordinate skills labs, simulations and clinical experiences between nursing programs in collaboration with nursing faculty and nursing deans.
2. Coordinate simulation experiences with other programs and disciplines within the College and community in collaboration with nursing faculty and deans.
3. Collaborate with nursing deans and clinical agencies to secure clinical sites and preceptorships.
4. Onboard students and new PT adjunct faculty to clinical agencies.
5. Supervise and mentor lab assistants and work-study students.
6. Ensure the programs utilize best practices in simulation as indicated by NCSBN.
7. Orient and train new Nursing faculty to simulation/ lab equipment and provide resources for ongoing education and CEUs
8. Assist nursing deans with the Nursing department budget in relation to lab equipment and supplies.

Laboratory Duties:

1. Assist with and/or delegate the set up/cleanup for skills lab and practice sessions.
2. Assist and/or delegate the storage of supplies and equipment to maintain a clean organized skill lab environment.
3. Maintain nursing labs, supplies and equipment to meet the student's learning needs.
4. Submit requisitions for supplies, materials, and equipment.
5. Complete work orders for equipment repairs and general maintenance.
6. Conduct annual inventory of supplies and equipment in the labs.
7. Collaborate with nursing faculty in the development of clinical scenarios.
8. Assist in the development of learning activities needed to meet course and student learning outcomes.

Physical Demands

- Ability to lift 5-20 pounds (lifting mannequin or small equipment).
- Ability to physically bend, reposition, and maintain good posture handling equipment.
- The functions of the job are usually performed sitting, standing, and walking.
- Individuals are required to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed.

Instruction:

1. Display a commitment to the mission, philosophy and objectives of the nursing program.
2. Foster a commitment to quality nursing education and client-centered care.
3. Pursue personal and professional growth
4. Remain current in nursing literature, including evidence-based practice for simulation education and current nursing practice.
5. Participate in the development, implementation, evaluation and revisions of curriculum and SPE in the nursing programs.
6. Participate in nursing course team meetings, nursing faculty meeting, division and College-wide meetings.
7. Participate in college committees, community outreach and recruitment and other duties as assigned.
8. Guide and Facilitate students during simulation experiences, including pre-brief- debrief and evaluation, and remediate as needed.
9. Evaluate and document student progress towards meeting course outcome in the clinical/simulated settings.
10. Supervise and evaluate student's clinical experiences and preceptorship rotations as assigned.
11. Lead a clinical group in the hospital setting as assigned.

Licensing Requirements

Current unrestricted licensure as a Registered Nurse in the State Michigan
Master's prepared – MSN Required

Experience:

Experience in working with nursing students in simulation

Please reference this position number on all documents: E003-24

EQUAL OPPORTUNITY EMPLOYER

Mail Resume to: Wayne County Community College District,
Attention: Human Resources, 801 W. Fort Street, Detroit, MI 48226
Or e-mail your resumes to: jobs@wcccd.edu

Statement of Compliance

Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

Notice of Non Discrimination Policy

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquires related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College's Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.