

Simulation Support Specialist

Job Description

Job Title:	Simulation Support Specialist
Reports To:	Dean / Chair / Simulation Director
Location:	Nursing Skills Center / Simulation Laboratory, School of Nursing
General Summary:	Responsible for the daily operations, technical support, organization, safety, and inventory management of the Nursing Skills Center and Simulation Laboratory. This role supports faculty by preparing simulation and skills environments, maintaining equipment and supplies, supervising student workers, and ensuring regulatory compliance.
Qualifications:	Bachelor of Science in Nursing, Bachelor of Science in Computer Science, Bachelor of Science in Biomedical Engineering, or other health-related bachelor's degree. Minimum of two years of recent hospital experience preferred. Certified Healthcare Simulation Educator (CHSE) and/or Certified Healthcare Simulation Operations Specialist (CHSOS) preferred. If the applicant has a nursing degree, they must also hold a current, unencumbered Mississippi RN license.
Physical Effort:	Ability to communicate effectively with faculty and students. This position requires physical activity, including the ability to lift and handle equipment or materials weighing up to approximately 50 lbs.
Responsibilities:	

Simulation & Skills Laboratory Preparation

1. Prepare all simulation and skills labs according to faculty instructions at least 24 hours in advance unless otherwise specified.
2. Ensure all requested supplies, medications, equipment, and technology are staged accurately.
3. Verify proper functioning of simulation equipment prior to scheduled sessions.
4. Provide technical support during simulations and skills labs.
5. Troubleshoot equipment or technology issues and communicate unresolved problems to the appropriate support team or vendor.

Equipment & Inventory Management

6. Maintain a clean, organized, and professional lab and storage environment at all times.
7. Assess and update the master inventory list regularly to ensure accuracy.

8. Track supply usage and equipment utilization to anticipate needs and prevent shortages.
9. Submit purchase recommendations to supervisor and coordinate ordering of approved supplies and equipment.
10. Verify receipt of equipment and supplies and coordinate documentation with Accounts Payable as needed.
11. Maintain accurate records of equipment maintenance, repairs, warranties, and service schedules.
12. Oversee proper return of equipment and supplies to designated storage areas.

Safety & Regulatory Compliance

13. Ensure proper handling and timely disposal of sharps and biohazard materials according to established safety protocols.
14. Maintain written Standard Operating Procedures (SOPs) for sharps disposal, biohazard handling, laundry coordination, and equipment maintenance.
15. Implement universal precautions and ensure personal protective equipment and sharps containers are readily available.
16. Clean and disinfect lab surfaces using approved disinfectants when contamination is suspected or identified.

Linen & Environmental Services

18. Coordinate with the laundry service regularly to maintain clean linens for simulations.
19. Schedule laundry pickups and deliveries as needed to prevent shortages.
20. Monitor linen inventory and adjust scheduling during high-volume periods.

Student Worker Supervision

21. Provide daily task lists for student workers.
22. Monitor student worker performance to ensure assigned tasks are completed accurately and efficiently.
23. Train student workers on lab organization, equipment handling, and safety protocols.

Faculty Support & Training

24. Train faculty and student workers on proper use and basic troubleshooting of simulation equipment when requested.
25. Assist with in-house training initiatives to increase faculty awareness of available

simulation equipment and resources.

26. Coordinate vendor-led equipment in-service sessions as needed.

Documentation & Reporting

27. Maintain accurate documentation of lab utilization, inventory usage, and equipment signed out.

28. Compile reports related to lab utilization, inventory, and equipment status as requested by administration.

Meetings & Collaboration

29. Participate in meetings related to lab scheduling and simulation planning.

30. Communicate proactively with faculty and administration regarding lab readiness, equipment concerns, and supply needs.

Other Duties

31. Support additional simulation-related projects and tasks as assigned by the Department Chair or Dean.