Physician Assistant Program
Information Technology/Medical Simulation Technician

POSITION SUMMARY: The position of Information Technology and Medical Simulation Technician is responsible for coordination and use of all sound, video, and data equipment used in the Department of Physician Assistant Studies as well as support for selected software. Additionally, this position supports our Medical Simulation Center including preparing for and running medical simulations, maintenance of our simulation aids, including a high-fidelity simulation mannequin, preparing for simulation scenarios, and assisting in the skills training of PA students.

ESSENTIAL FUNCTIONS:

- Provide audiovisual support and troubleshooting for all classroom lectures and learning activities.

- Provides ongoing support of the following Department assets (not fully inclusive):
    a. Faculty workstations and office video configurations
    b. Department file server and network equipment
    c. Department AV equipment (Conference room, classroom, outside classrooms)
    d. Department printers
    e. Examination software
    f. Department phones
    g. MC PA Medical Simulation Center

- Provides support of some Department software assets
- Facilitates OSCE process, including lab recordings
- Protects the Department regarding cyber security (installation, updates, compliance)
- Provides Department data backup and transfer
- Maintains an active directory of Department users and computers
- Maintains Department security video system
- Provides AV support for special events on and off campus
- Facilitates faculty and preceptor videoconferencing
- Supports PANCE review activities and other outside presentations from an AV/IT perspective
- Supports online PACKRAT exams
- Provides audiovisual and sound support for Department functions such as the Preceptor Training Seminar, White Coat Ceremony, and annual Awards Ceremony.
- Supports student laptop/software/phone as required for Department uses
- Conducts liaison activities to the MC campus IT group
- Assists with various Department reports (e.g., annual academic and ARC-PA reports)
- Makes recommendations and facilitates the acquisition of Department AV and IT equipment

- Makes recommendations and facilitates the acquisition of Department software
- Maintains an accurate inventory of Department AV and IT assets to make certain all equipment is accounted for and serviceable
- Maintains an orderly Control and Equipment room
- Regularly provides meaningful updates to the faculty at Faculty and Staff meetings
- Maintain overall AV recording calendar and logbook
- Review and advise the Department Chairman regarding technical contracts and audiovisual work-orders, proposals and estimates
- Use knowledge of sound systems to determine the set-up and design of all sound and video recording equipment, thereby ensuring the quality of all recordings and communications between students, faculty, and preceptors
- Act as an advisor to faculty, students, and preceptors in the efficient utilization of sound and video recording and communications equipment
- Helps keep faculty aware of advances in technology in teaching
- Ensures that Department webpage is functioning and assists with updates
- Operates and manages the software and hardware required for our Medical Simulation Center
- Prepares simulation scenarios
- Prepares lab and equipment for teaching sessions
- Assists with skills and scenario training of PA students
- Promotes a safe and clean work environment
- Promotes and ensures safe lab practices
- Records simulation sessions with subsequent editing and transfer into an archival format for review and analysis
- Understand the use and operation of relevant simulator technologies ranging from anatomic models and task trainers to screen-based simulations to full body patient simulators and virtual reality simulators.
- Maintain proficiency in existing and emerging technologies, including basic theory, design and implementation.
- Conduct routine equipment maintenance, inventory updates and equipment purchases.
- Interface with the equipment manufacturers regarding equipment troubleshooting and systems problems; maintain record of repairs.
- Maintaining confidentiality of work-related information and materials.
- Participates in appropriate educational opportunities as indicated to keep abreast of current practices and equipment in the field of simulation.
- Assist with training faculty and other staff in the operational aspects of simulation.

OTHER RESPONSIBILITIES:
- Perform other administrative duties as assigned by the Department Chairman

DESIRED QUALIFICATIONS (and please list any physical qualifications of the job too):
- Minimum two years college in a health or technology related field; Bachelor's degree preferred
- Knowledgeable with Microsoft Office programs
- Knowledgeable with Google programs

- Appropriate administrative and technical skills
- Knowledgeable with AV and videoconferencing programs and hardware
- Appropriate database management skills
- Appropriate written and verbal communication skills
- Medical Simulation experience helpful
- Paramedic or similar clinical background helpful

Reports to: Chairman, Department of PA Studies

FSLA Status: non-exempt