

UW HEALTH JOB DESCRIPTION

SIMULATION SPECIALIST

Job Code: 540027	FLSA Status: Non Exempt	Mgt. Approval: M.Kelley	Date: 8.2017
Department : Sim Center/550623000		HR Approval: K.Sawyer	Date: 8.2017

JOB SUMMARY

Under the direction of the Simulation Center Manager, the Simulation Specialist will provide technical support for all simulation operations, including preparation, maintenance and repair of computerized manikins (software and hardware), task trainers and related multimedia peripherals. The incumbent will also serve as simulator operator by programming, testing and running scenarios with faculty instructors, assuring that the facility and equipment are set up for teaching sessions.

MAJOR RESPONSIBILITIES

1. Serve as simulator operator by programming, testing and running scenarios with faculty instructors, ensuring that the facility and equipment are set up for teaching sessions.
2. Participate in event and scenario planning meetings to provide technical expertise on capabilities and limitations of equipment and facilities to meet course needs.
3. Understand the use and operation of different simulator technologies ranging from anatomic models and task trainers to screen-based simulations to full body patient simulators and virtual reality surgical simulators.
4. Develop technical proficiency with all aspects of the operation, maintenance, support, troubleshooting, repair and replacement needs for all equipment.
5. Acquire digital audiovisual hardware and software systems to record simulated sessions with subsequent editing and transfer into an archival format for analysis.
6. Provide technical support for computer based multimedia systems and their components, including operation of digital cameras, video cameras, audio/video mixer, digital/analog converter, monitors, LCD projectors, anesthesia machines and other equipment.
7. Support the use of digital media and web stream creation for educational and professional distribution, distribute content and back up data, and provide advanced troubleshooting.
8. Maintain proficiency in existing and emerging technologies, including basic theory, design and implementation.
9. Serve as primary contact with equipment manufacturers regarding equipment troubleshooting and systems problem; maintain record of repairs.
10. Conduct routine equipment maintenance, inventory updates and equipment purchases.
11. Install software and hardware upgrades and maintain functionality of manikin components as directed by manufacturer support.
12. Supervise preventative maintenance of equipment according to manufacturers' recommendations. Monitor scheduled maintenance to ensure that equipment is operational. Work with manufacturers or vendors to correct equipment deficiencies and maintain system in order to minimize down time.
13. Create innovative ideas, evaluate new equipment, and identify opportunities for technology improvement and integration into healthcare education.
14. Instruct faculty and other Simulation Center staff in the operational aspects of simulation. Lead technology education for staff, faculty, and Simulation Program learners.
15. Provide communication and feedback to the Manager on facility, technology, equipment, operational and other needs identified for overall maintenance and program functioning.
16. Assist with other special projects or initiatives as needed.
17. Oversee and implement the technology for clinical skills teaching and research in the Simulation Center.
18. Collect data to support research and commercial projects as appropriate.
19. Communicate in a positive, professional manner with faculty instructors, students, and clients of the Simulation Center.
20. Participate in technical training as necessary; attend conferences to stay current with simulation technology.
21. Engage in available opportunities to share information and best practices externally (e.g., as presenter or panelist at industry conferences and events), develop and maintain relationships with simulation specialists to engage in collaborative problem solving and innovation.
22. Support the short-, intermediate-, and long-term teaching, research and operational goals of the program.
23. Identify and participate in coordination of facility and operational improvement.
24. Conduct facility tours; participate in events providing exposure and insight to the program.
25. Actively participate in strategic action plan and program improvement initiatives.
26. Assist with or lead other special projects or initiatives as needed.
27. Participate in faculty development of the Simulation Center.

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28. Perform other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Biomedical Engineering, Healthcare, Technology, Engineering, Communications or related field
	Preferred	
Work Experience	Minimum	One year experience working in Healthcare, Technology, Engineering, or Communications related field
	Preferred	2-3 years' experience in the related field. Experience in patient simulation services, technologies and applications Experience in healthcare and physiology Experience in audio/video equipment and software for recording, duplication, mixing and editing
Licenses & Certifications	Minimum	
	Preferred	Simulation Certification from the Society for Simulation in Healthcare (CHSOS, CHSE)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to effectively interact and communicate on professional level. • Knowledge of computer hardware equipment and software applications relevant to simulator functions. • Proficiency in MS software applications including Word, Excel and PowerPoint, Internet, and database use. • Ability to express technical information clearly and simply to non-technical persons. • Ability to learn new software and hardware quickly and independently. • Ability to assess, troubleshoot and fix equipment failures in a timely fashion. • Ability to work well under pressure, set priorities and make critical decisions. • Ability to maintain confidentiality. • Ability to work with internal and external individuals from different disciplines and different levels of training. • Strong written and verbal communication skills. • Self-motivated and require little to no supervision with the ability to work as a team member. • Ability to make judgments in demanding situations. • Ability to react to frequent changes in duties and volume of work. • Ability to listen empathetically. • Ability to logically organize details. • Comfortable accepting responsibility for medium to large scale projects involving multiple resources and spanning many months from start to finish • Ability to manage multiple concurrent activities.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.