Job Title: Simulation Technician / Multimedia Technician  
Prepared by: Academic Technologies Manager  
Unit: Technology Services  
Reviewed by: IT Operations Director  
Reports To: Academic Technologies Manager  
Approved by:  
FLSA Status: Non-Exempt  
Date: July 12, 2016

Summary
Under the direction of the Academic Technologies Manager, the Simulation Technician/Multimedia Technician is primarily responsible for integrating, maintaining and operating the computer and audio/video (A/V) technology including the manikin and surrounding simulation lab equipment. The Simulation Technician manages simulation room and mannequin set-up and take down, application of moulage, and recording and playback of simulations. This position supports InterProfessional Education (IPE), immersive simulation experiences, and other scheduled patient simulation learning activities. This position has no responsibility for providing direct care to patients. This position collaborates and works closely with the Director of Simulation and Skills Lab.

Responsibilities
- Programs software to model simulators' physiological responses to instructor specifications.
- Supports/assists in role playing applications, props placement, and moulage set-up before and after simulations to create a virtual healthcare setting.
- Operates simulation mannequins sessions based on priority identified by the Simulation faculty.
- Assists with training faculty in the use of simulation equipment.
- Serves as a resource for faculty utilizing simulation.
- Collaborates with faculty in the use of simulation.
- Conducts tours and simulation sessions for internal/external groups and/or individuals.
- Maintains inventory of supplies and equipment as needed for simulation.
- Provides recommendations for budget and purchase of equipment, supplies, and materials related to simulation.
- Performs basic preventative maintenance and up-grades of simulation equipment
- Collaborates in repair of simulation equipment.
- Attends meetings or continuing education to maintain currency with simulation technology and use.
- Maintains current knowledge of simulation equipment catalogs and operation manuals.
- Operates and maintains audio/visual equipment used in simulation.
- Assist with data entry for various recordkeeping
- Records video and takes photos as requested for university events and programs, including lectures, presentations, and marketing.
- Takes photos for the university identification badges.
- Maintains and troubleshoots video conferencing equipment.
- Maintains and troubleshoots classroom audio/video systems.
- Works with vendors and orders equipment, as requested.
- Attends seminars, conferences, in-service trainings, and staff meetings, as required.
- Other related duties, as assigned.

Skills
Individual must possess the knowledge and the following skills and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Understanding of patient care simulation technologies and applications
• Basic knowledge in medical terminology, anatomy, and physiology
• Knowledge of the features and capabilities of basic multimedia equipment, including recording equipment (MediaSite) and operating video and DSLR cameras
• Knowledge of studio lighting setup
• Basic knowledge of computer networking
• Experience with video editing applications, including but not limited to Final Cut, Sony Vegas, and Adobe Premier
• Knowledge of the basics of electromechanical and pneumatic functions of equipment and devices
• New developments in the use of human patient simulation learning
• Computer literacy to the level of at least word-processing, spreadsheets and databases, data collection and health management systems
• Basic inventory and material storage, and record keeping procedures
• Commitment to utilizing simulation methodology in learning and its ability to transform nursing education
• Proven ability to effectively manage multiple priorities and meet deadlines
• Excellent organizational skills and ability to think logically and follow directions
• Creativity and flexibility in designing innovative approaches to solving problems
• Demonstrated excellent verbal, written and electronic communication skills
• Demonstrated ability using a life cycle management process for implementation of changes in technology
• Demonstrated ability to excel both independently and as a team member in a lively, collaborative environment.
• Strong interpersonal skills and positive energy regarding professional education

Education/Training
• Associate's degree (or certified EMT) in area of health sciences and/or technology is preferred. CHSOS certification is preferred.

Experience
• 2 years of experience working in simulation lab with mannequins, preferred experience with simulation software including B-Line Medical and Laerdal.
• 2-3 years of audio/visual experience.

Work Conditions
• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings, off campus, and to Roseman campuses and facilities located outside campus.
• Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities occurs occasionally and is required.
• Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

Required Physical Abilities
• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
• Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
• Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry items weighing up to 100 pounds.

*I have read the above position description and have received a copy.*

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Employee Signature        Date