

**CLOUD COUNTY COMMUNITY COLLEGE**  
**PROFESSIONAL EMPLOYEE JOB DESCRIPTION**

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Position Title: Nursing Skills and Simulation Coordinator

Category: Laboratory Personnel

Reports To: Dean of Nursing & Allied Health

Type of Contract: Professional Services Employee

Length of Contract: 9 month, academic year

Date of Position Description: April 2024

**GENERAL NARRATIVE DESCRIPTION OF THE POSITION**

Under general supervision of the Dean of Nursing & Allied Health, the Nursing Skills and Simulation coordinator will be responsible for coordinating all aspects of the nursing skills lab, including scheduling, incorporating up-to-date technology, and facilitating simulation experiences (e.g., human patient simulator).

They will be responsible for assisting with skills and simulation experiences within the Department. An associate degree, with possession of/or eligibility for a valid, current Kansas license as a registered nurse or equivalent is required. Minimum of two years of acute care nursing experience. Additionally, it is preferable that the candidate has teaching experience within the healthcare industry.

The administration retains the right to change the responsibilities at any time.

ACEN Definition: Laboratory Personnel – Non-faculty persons who work in a skills/simulation laboratory with specified expertise that supports and/or facilitates student learning experiences.

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**RESPONSIBILITIES**

The Coordinator will:

1. assist and coordinate learning activities within the simulation and clinical skills environment;
2. Coordinate nursing skills area to include usage; course calendar planning meetings, ordering, monitoring, and maintaining equipment and supplies; make recommendations regarding major purchases.
3. Incorporate technology and simulation experiences. Program and maintain human patient simulator(s); interface with faculty to ensure integration into curriculum;

4. Research and make recommendations regarding various space designs, space utilization, and skills equipment;
5. Collaborate with faculty to develop nursing scenarios to enhance student critical thinking skills;
6. Network with coordinators in local/state/national level to include simulator user group to share ideas, scenarios for human patient simulator, teaching tools, trends in the fields, ideas for grants, etc;
7. Network with nursing education staff in local/regional clinical facilities to keep abreast of trends in the clinical areas.
8. work with the department and division in the program review process;
9. work with the department and division in maintaining ongoing national nursing education accreditation;
10. participate in division, department, and faculty activities including working with advisory committees for AAS programs;
11. work with the dean on the preparation of the class schedule each semester;
12. work with the dean on the preparation of the budget;
13. assist in the development of promotional materials for the nursing program and the division, and assist in the recruitment of students;
14. work with business and industry to develop relationships and support for the department programs;
15. work with other disciplines to develop interdisciplinary programs;
16. attend workshops and seminars, if necessary (valid driver's license required and overnight travel may be required);
17. maintain unrestricted nursing license in Kansas;
18. assist in delivering educational programs and other services to companies and organizations;
19. have the ability to work with diverse populations;
20. interact cordially with coworkers to accomplish common tasks;
21. regular attendance and/or physical presence at the job is required;
22. attend and participate in nursing pinning ceremony; and

23. this job description in no way implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. This job description may be revised upon development of other duties and changes in responsibilities.

**ADMINISTRATIVE EMPLOYEES**  
**9-Month Contract**

**BENEFITS PACKAGE**

Full health insurance -- including major medical, prescription drug (Blue Cross Blue Shield), dental (Delta Dental), and optional vision coverages. The cost to the employee and the co-insurance maximums are shown on separate sheets. (Waiting period – the coverage will be begin on the first of the month after 30 days from the hire date.)

Paid Holidays: approximately 15 days per year;

Paid Vacation: None

Paid Sick Leave: 10 days per year to accumulate to 50 days.

Paid Personal Leave: 1 day annually; non-cumulative

Paid Life Insurance: \$50,000 face amount of term life

Kansas Public Employees Retirement System (KPERs): membership required; 6% of gross salary must be contributed; full vesting in 5 years; also includes a life insurance and disability insurance provision

Section 125 Cafeteria Plan: available to full-time employees and regular part-time employees based upon the provisions of a written cafeteria plan permitting the use of before tax dollars for specific purposes.

Tax Sheltered Annuities (403b): available to full-time employees and regular part-time employees. Employees may arrange for a payroll deduction for tax sheltered annuities.

Tuition and Comprehensive Fee Benefit: available to all employees and their immediate family members for courses taken at Cloud County Community College. Also available to employees only is tuition reimbursement for upper level college courses at the average cost of tuition and fees at the Kansas Board of Regents universities.