V.IV  Program Support

A. Course Manager

Function:
Course Managers work with the respective Department Chairs and Program Coordinators to implement specific course activities across multiple sections and ensure clinical experiences are successfully integrated with course activities.

Scope:
The Course Manager shall:

- Coordinate review of objectives, teaching/learning strategies and course evaluation methods, and incorporate new information when modified through appropriate Department processes.
- Develop, implement and lead evaluation of course examinations.
- Prepare end-of-course reports.
- Coordinate end-of-course reviews.
- Support clinical faculty members in their assessments of clinical experiences and clinical site evaluations.
- Coordinate contractual arrangements for clinical sites and clinical placement with the Department Chair, Clinical Coordinator, and designated administrative staff.
- Assure ordering of textbooks and desk copies for course faculty.
- Coordinate mid-term and end-of-term compilation and submission of grades.
- Assist with orientation of new faculty to course processes.
- Communicate with the Department Chairs, Associate Dean of Academic Programs and the Admission, Progression and Academic Standards (APAS) Committee when student progress becomes an issue.
- Mediate resolution of student issues related to the course.
- Attend scheduled meetings for Undergraduate Curriculum Subcommittee.
- Coordinate with Lab Manager for the use of the Simulation and Clinical Learning Center (SCLC) space for simulation, skills lab, competency validation and other lab-based experiences.

Supervision:
Course Managers report to the Department Chairs of the respective CONHS departments.

Education:
Earned Master of Science in Nursing degree. Current RN/APRN license in the State of Texas, or eligible for licensure in Texas is required.
Experience:
The Course Manager should be an experienced educator and an expert in the content covered in the assigned course. The Manager should have experience teaching in clinical settings and be familiar with common agency requirements for service-academic agreements for student experiences.

B. Clinical Placement Coordinator

Function:
The Clinical Placement Coordinator is responsible for clinical placement within appropriate facilities for undergraduate and graduate students.

Scope:
The Clinical Placement Coordinator shall:

• Communicate and coordinate with healthcare facilities and faculty to arrange appropriate clinical experiences that meet student learning objectives.
• Communicate with students regarding clinical placement as needed.
• Initiate and develop relationships with healthcare facilities.
• Other duties as assigned.

Supervision:
Clinical Placement Coordinators report to the respective Department Chair or Program Coordinator.

Education:
Earned Master of Science degree in nursing, healthcare or related field.
Current, unrestricted RN/APRN license in the state of Texas.

Experience:
The Clinical Placement Coordinator should be an experienced educator with experience teaching in clinical settings and be familiar with common agency requirements for service-academic agreements for student experiences.

C. Health Science Practicum Placement Coordinator

Function:
The Health Science Practicum Coordinator is responsible for practicum placement within appropriate facilities/companies for undergraduate students and coordination of practicum projects.

Scope:
The Health Science Practicum Coordinator shall:
• Communicate and coordinate with healthcare facilities/companies and faculty to arrange appropriate practicum experiences that meet student learning objectives.
• Communicate with students regarding practicum placement as needed.
• Initiate and develop relationships with healthcare facilities/companies.
• Other duties as assigned.

Supervision:
Health Science Practicum Coordinators report to the respective Department Chair, Program Coordinators and the Associate Dean for Academic Programs of CONHS.

Education:
Earned Master of Science degree in nursing, healthcare or related field.

Experience:
The Health Science Practicum Coordinator should be an experienced educator with experience teaching in healthcare settings and be familiar with common agency requirements for service-academic agreements for student experiences.

D. Clinical Teaching Assistant

Function:
The Clinical Teaching Assistant (CTA) support faculty members in their supervision of students in clinical laboratory settings. The CTA supervises student clinical learning experiences only when the qualified and experienced faculty member is physically present in the affiliate agency or alternative practice setting. The designated faculty member meets with the CTA and students as needed during the clinical rotation to monitor and evaluate learning experiences.

Scope:
The Clinical Teaching Assistant shall:
• Participate in clinical and/or classroom evaluation activities such as grading papers and/or clinical documents within the guidelines designated by the assigned faculty member.
• Actively participate in clinical simulation activities related to a specified clinical course.
• Provide feedback to students regarding their performance which is validated with the assigned faculty member.
• Conduct clinical conferences for appropriate clinical groups with input from assigned faculty.
• Demonstrate a professional role appropriate to his/her stage of professional development.
• Notify assigned faculty member when student(s) demonstrate(s) unsafe practice.

Supervision:
The Clinical Teaching Assistants are assigned to a course by the Department Chairs. The Teaching Assistant report to the course faculty when assigned to a course. The Course faculty completes a performance evaluation at the end of the semester in which the course was assigned.

**Education:**
Earned Bachelor of Science in Nursing degree. A current, unrestricted RN license in the state of Texas.

**Experience:**
At least two years of clinical practice experience in the general area in which the individual will teach.
E. Simulation Lab Student Assistant/Volunteer Student Assistant

Function
The Simulation & Clinical Learning Center (SCLC) Lab Student Assistant/Volunteer Student Assistant is responsible for the implementation of lab services directed by the Lab Manager and the Simulation Lab Coordinators. The SCLC Lab Student Assistant is an important member of the SCLC staff and provides support for the implementation of simulation and skills lab processes as well as lab space and equipment maintenance. Workload is limited to 19 hours per week and/or per university policy. Simulation Lab Volunteer Student Assistants are University Honors Students completing an applied experience 8 hours/week over one semester.

Scope

- Assists in implementing SCLC processes and activities.
- Collaborates with SCLC management and staff for appropriate use of equipment and space.
- Responsible for set up/break down of all skills labs and simulated environments under the direction of the Simulation Lab Coordinators.
- Assists SCLC management and staff with inventory, stocking, use, and maintenance of SCLC equipment, simulators, task trainers, and supplies.
- Responsible for daily cleaning and maintenance of lab equipment and environment.
- Assists with N95 Fit testing under direction of SCLC management and staff once fully trained in the process.
- Other duties as assigned.

Work Environment and Physical Demands
Involves frequent bending, moving, lifting, and carrying of equipment and materials weighing up to 50 pounds; requires standing and walking over a large area for up to eight hours a day.

Supervision
The Simulation Lab Student Assistant/Volunteer reports to the SCLC Simulation Lab Manager.

Required Qualifications
- Bachelor’s degree seeking CONHS student.
- References from two CONHS faculty or staff members
- In good academic standing
F. Simulation & Clinical Learning Center Lab Coordinator

Function
The Simulation Lab Coordinator assists with the implementation of all Simulation & Clinical Learning Center (SCLC) services required to support the CONHS curriculum. Coordinators participate in the acquisition, maintenance, and safe use of equipment, materials, and technology essential for experiential learning. The Simulation Lab Coordinator is an integral member of the CONHS and provides support for the facilitation of skills labs and simulation-based learning experiences based on current simulation standards of best practice.

Scope:
- Develops own personal knowledge of simulation methodologies, technologies, and standards of best practices under guidance of SCLC Lab Manager and Supervisor.
- Implements SCLC processes to create an environment that supports CONHS faculty and SCLC staff in conducting skills labs and simulation-based experiences.
- Responsible for the set up/break down of all skills labs and simulated environments to include audiovisual systems, information technology, and manikin operation/programming.
- Assists CONHS faculty with lab sessions, simulation activities, and skill remediation by educating, observing, evaluating, and debriefing participant performance.
- Participates in the filming and development of skills learning modules to support student success.
- Facilitates Open Lab sessions to support students in meeting learning objectives.
- Schedules the various skills and simulation labs in the SCLC using university scheduling software, as assigned by the Simulation Lab Supervisor.
- Assists with inventory, stocking, use, and ordering of SCLC supplies and equipment.
- Assists with the management and maintenance of SCLC inventory, equipment, and technology.
- Conducts American Heart Association BLS CPR courses and associated record-keeping under the supervision of the Training Site Coordinator and Simulation Lab Supervisor.
- Conducts N95 mask fitting and distribution for all students and faculty under direction of Simulation Lab Supervisor.
- Assists with tours of the simulation center to potential students/families, educators, donors, and the community.
- Assists with data collection representing SCLC operations.
- Other duties as assigned.

Work Environment and Physical Demands
Involves frequent bending, moving, lifting, and carrying of equipment and materials weighing up to 50 pounds; requires standing and walking over a large area for up to eight hours a day.

Supervision:
The Simulation Lab Coordinator reports to the SCLC Simulation Lab Supervisor.
Education and Certification
• An earned Bachelor of Science in Nursing degree from a regionally accredited university is preferred.
• Current, unrestricted license as RN in the State of Texas is required.
• Certified Healthcare Simulation Educator (CHSE) or Certified Healthcare Simulation Operations Specialist (CHSOS) preferred, or commitment to work towards certification when eligible.
• American Heart Association BLS Instructor certification required.

Experience and Attributes
• Minimum two years’ experience in clinical nursing practice in an acute care setting.
• Experience in healthcare simulation preferred, but not required.
• Ability to communicate effectively with a diverse group of students, faculty, staff, administration, and community members.
• Articulate and detail oriented.
G. Simulation & Clinical Learning Center Lab Manager

Function
The Simulation Lab Manager is responsible for the implementation of all operational aspects of the Simulation & Clinical Learning Center (SCLC) required to support the CONHS curriculum. The Manager provides direct supervision of SCLC staff to assure accountability and stewardship of SCLC resources including acquisition, maintenance, and safe use of equipment, materials, and technology essential for experiential learning. The SCLC Manager is an integral member of the CONHS and provides guidance for the facilitation of skills labs and simulation-based learning experiences based on current simulation standards of best practice.

Scope
- Maintains current knowledge of simulation methodologies, technologies, and standards of best practices and shares this information with CONHS faculty and SCLC staff.
- Develops and implements SCLC processes to create an environment that supports CONHS faculty and SCLC staff in conducting skills labs and simulation-based experiences.
- Continually evaluates and refines SCLC processes to assure smooth daily operations.
- Participates in scenario design and development in collaboration with CONHS faculty.
- Participates in lab sessions, simulation activities, and skill remediation by educating, observing, evaluating, and debriefing participant performance.
- Oversees the filming and development of skills learning modules to support student success.
- Oversees the scheduling and facilitation of Open Lab sessions to support students in meeting learning objectives.
- Supervises, develops, and evaluates Simulation Lab Supervisor.
- Partners with the University Honor’s Program Coordinator to provide applied learning experiences for nursing and pre-nursing honor students.
- Oversees the scheduling of various skills and simulation labs in the SCLC to ensure equitable use among all courses.
- Oversees technology and purchasing of supplies, equipment, and capital purchases used in the simulation program in collaboration with the CONHS Business Manager and administration.
- Manages warranties and preventative maintenance of SCLC inventory, equipment, and technology.
- Serves as the American Heart Association Training Site Coordinator and oversees the CONHS BLS CPR training program and associated record keeping.
- Oversees N95 mask fitting and distribution for all students and faculty as needed.
- Provides tours of the simulation center to potential students/families, educators, donors, and the community.
- Collects data representing SCLC operations.
- Partners with administrative personnel in reporting of program activities, standards, accreditation requirements, external meetings, educational concerns, and student/staff successes.
- Assists in the advancement and use of best practice simulation design and research.
- Other duties as assigned.
Work Environment and Physical Demands
Involves frequent bending, moving, lifting, and carrying of equipment and materials weighing up to 50 pounds; requires standing and walking over a large area for up to eight hours a day.

Supervision
The Simulation Lab Manager reports to the Dean of the College of Nursing and Health Sciences.

Education and Certification
- An earned Master’s degree in nursing from a regionally accredited university is required.
- Current, unrestricted license as RN/APRN in the State of Texas is required.
- Certified Healthcare Simulation Educator (CHSE) preferred or commitment to obtain certification within two years of employment.
- American Heart Association BLS Instructor certification required.

Experience and Attributes
- Minimum two years’ experience in healthcare simulation as an educator or simulation technician.
- Minimum two years’ experience in clinical nursing practice in an acute care setting.
- Familiar with the use and basic maintenance of human patient simulators, task trainers, and medical equipment.
- Ability to communicate effectively with a diverse group of students, faculty, staff, administration, and community members.
- Ability to think critically, identify challenges, and take action to resolve issues in a fast-paced environment.
H. Simulation & Clinical Learning Center Lab Supervisor

Function
The Simulation Lab Supervisor leads other lab staff in the implementation of all Simulation & Clinical Learning Center (SCLC) services required to support the CONHS curriculum. The Supervisor guides the acquisition, maintenance, and safe use of equipment, materials, and technology essential for experiential learning. The Simulation Lab Supervisor is an integral member of the CONHS and leads the facilitation of skills labs and simulation-based learning experiences based on current simulation standards of best practice.

Scope

- Maintains current knowledge of simulation methodologies, technologies, and standards of best practices.
- Supervises, develops, and evaluates Simulation Lab Coordinators, Student Assistants, and Volunteer Student Assistants.
- Leads Simulation Lab Coordinators and Student Lab Assistants in the implementation of SCLC processes to create an environment that supports CONHS faculty and SCLC staff in conducting skills labs and simulation-based experiences.
- Guides Simulation Lab Coordinators and Student Lab Assistants in the set up/break down of all skills labs and simulated environments to include audiovisual systems, information technology, and manikin operation/programming.
- Assists CONHS faculty with lab sessions, simulation activities, and skill remediation by educating, observing, evaluating, and debriefing participant performance.
- Leads SCLC Staff in the filming and development of skills learning modules to support student success.
- Schedules and facilitates Open Lab sessions to support students in meeting learning objectives.
- Schedules the various skills and simulation labs in the SCLC using university scheduling software, ensuring equitable use among all courses in collaboration with the Simulation Lab Manager.
- Directs and assists SCLC Staff with inventory, stocking, use, and ordering of SCLC supplies and equipment.
- Directs and assists SCLC Staff with the management and maintenance of SCLC inventory, equipment, and technology.
- Conducts American Heart Association BLS CPR courses and associated record keeping under the supervision of the AHA Training Site Coordinator.
- Supervises N95 mask fitting process and mask distribution for all students and faculty.
- Provides tours of the simulation center to potential students/families, educators, donors, and the community.
- Assists with data collection representing SCLC operations.
- Partners with Simulation Lab Manager and other administrative personnel in reporting of program activities, standards, accreditation requirements, external meetings, educational concerns, and student/staff successes.
- Other duties as assigned.
**Work Environment and Physical Demands**
Involves frequent bending, moving, lifting, and carrying of equipment and materials weighing up to 50 pounds; requires standing and walking over a large area for up to eight hours a day.

**Supervision:**
The Simulation Lab Coordinator reports to the SCLC Simulation Lab Manager

**Education and Certification**
- An earned Bachelor of Science in Nursing degree from a regionally accredited university is required.
- Current, unrestricted license as RN in the State of Texas is required.
- Certified Healthcare Simulation Educator (CHSE) or Certified Healthcare Simulation Operations Specialist (CHSOS) preferred or commitment to obtain certification within two years of employment.
- American Heart Association BLS Instructor certification required.

**Experience and Attributes**
- Minimum one years’ experience in healthcare simulation as an educator or simulation technician.
- Minimum two years’ experience in clinical nursing practice in an acute care setting.
- Familiar with the use and maintenance of human patient simulators, task trainers, and medical equipment.
- Ability to communicate effectively with a diverse group of students, faculty, staff, administration, and community members.
- Articulate and detail oriented.