

*Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.*

## UNIVERSITY OF NEW ENGLAND

### Position Description

<b>School/Directorate:</b>	School of Health in the Faculty of The Professions
<b>Position Title:</b>	Clinical/Simulation Laboratory Manager
<b>Classification Level:</b>	HEO Level 6
<b>Date Classified:</b>	11 September 2009
<b>Reports to:</b>	Nursing Course Coordinator

### Dimensions of Position:

The School of Health at the University of New England offers programs in nursing, health management, social work, counselling and other health related fields. The School is renowned for its distance education expertise and has a strong commitment to strengthening its profile in research, consultancy and links with health services. The nursing program offers courses from undergraduate degrees to Masters level studies. The pre-registration Bachelor of Nursing is taught via both on-campus and Blended Learning modes of delivery.

This role is responsible for the operation of the clinical laboratory that provides teaching and learning experiences across the nursing and medical programs and works with academic staff in relation to technical and clinical activities.

### Position Objectives:

Responsible for the operation of the clinical laboratory including managing the simulation suite and maintaining all equipment. Using specialist knowledge the incumbent will provide evidence-based clinically current simulated health care experiences for students in the undergraduate nursing and medical programs, and teach the skills related to the use of simulation equipment. The position will be responsible for coordinating the technical and clinical activities as required by academic staff.

### Duties

Under general direction:

1. Take full responsibility for technical and clinical aspects of laboratory and simulations areas, including the maintenance and operation of specialised equipment.
2. Manage and operate the array of sophisticated computer technology associated with the clinical simulation suite.
3. Assume responsibility for ensuring the proactive provision of technical, simulation, clinical and administrative support for the practical components of nursing and medical courses. This involves the operational planning, coordination and oversight of activities and personnel; setting priorities and establishing timelines; problem solving; and adapting or developing new procedures to achieve desired outcomes.
4. Provide advice requiring significant professional nursing knowledge and technical and clinical expertise.

5. Provide support for simulated teaching and learning experiences for students and academic staff in the clinical laboratory environment.
6. Participation in University/Faculty/School meetings and promotional activities as required.
7. Develop and implement procedures that comply with NSW Health Department Policy, OH&S Act and UNE OH&S policy.
8. Research and provide technical recommendations relating to strategic planning involving clinical infrastructure and equipment.
9. Make recommendations regarding avenues for attracting collaborative utilisation of the clinical laboratory and simulation suite for recommendation.
10. Ensure the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, quality assurance and records management are applied in relation to the responsibilities of this position.

### **Qualification and Selection Criteria**

1. Registered Nurse (currently registered with Nursing & Midwives Board of NSW) with Bachelor of Nursing (or equivalent) and recent acute care nursing experience.
2. Ability to manage clinical and technical aspects of running a clinical laboratory.
3. Experience with the operation and routine maintenance of modern medical simulation equipment.
4. Demonstrated ability to exercise independence, initiative and judgement in a technical and clinical environment.
5. Demonstrated analytical and problem solving skills and ability to apply relevant technical expertise.
6. Motivation and commitment to high level performance, demonstrating accuracy and attention to detail and demonstrated willingness to learn and adopt new skills and knowledge.
7. Demonstrated excellence in written and oral communication skills and interpersonal skills.
8. Ability to work as part of a team.
9. Demonstrated competence in the use of computers in a health care context, including word processing, specialised nursing/medical databases and other relevant databases.
9. Awareness of EEO, risk management, quality assurance, records management principles and demonstrated understanding of OHS principles, as they relate to this position.