

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

School/Directorate:	School of Health in the Faculty of The Professions
Position Title:	Clinical/Simulation Laboratory Manager
Classification Level:	HEO Level 7
Date Classified:	11 September 2009
Reports to:	Head of School
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 overall management and operation of the clinical laboratory that provides teaching and learning experiences across the nursing and medical programs and provides high level technical support and authoritative advice to staff and students in relation to technical and clinical activities.

Position Objectives:

Responsible for the overall management the clinical laboratory including managing the simulation suite and maintenance of all equipment. Using substantial high level technical support the position will provide evidence-based clinically current simulated health care experiences for students in the undergraduate nursing and medical programs, provide authoritative advice to staff and students, and teach the skills related to the use of simulation equipment. The position will be responsible for managing the technical and clinical activities as directed by academic staff.

Duties

Under general to broad direction:

1. Be responsible for the overall management and technical and clinical operation of the laboratory and simulations areas, including the management, maintenance and operation of sophisticated equipment.
2. Be responsible for managing and operating the array of sophisticated computer technology associated with the clinical simulation suite. Train and supervise students whilst using specialised equipment.
3. Provide substantial and high level technical, clinical and administrative support for the practical components of nursing and medical courses. This involves providing authoritative advice to staff and students, planning that can cross organisational boundaries, managing resources, coordination and oversight of activities and personnel; setting priorities and establishing timelines;; and developing new techniques and procedures to solve complex problems.

4. Provide authoritative advice to staff and students requiring significant professional nursing knowledge and substantial technical and clinical expertise.
5. Be responsible for managing and coordinating simulated teaching and learning experiences for students and academic staff in the clinical laboratory environment. This will involve independently addressing problems that may arise, including being able to cross organisational and specialist boundaries.
6. Actively participation in University/Faculty/School meetings and plan, develop and implement promotional activities on behalf of the School.
7. Develop and implement procedures that comply with NSW Health Department Policy, OH&S Act and UNE OH&S policy. Develop and promote OH&S policy for the laboratory and have particular responsibility for OH&S issues, including undertaking risk assessments on various procedures and developing strategies to address these risks.
8. Research and provide technical recommendations relating to strategic planning involving sophisticated clinical infrastructure and equipment. Be responsible for managing these resources.
9. Initiate and develop avenues for attracting collaborative utilisation of the clinical laboratory and simulation suite.
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 substantial recent acute care nursing experience.
2. Demonstrated substantial experience in managing a clinical laboratory.
3. Significant current experience and expertise in the operation and maintenance of sophisticated modern medical simulation equipment.
4. Proven ability to exercise independence, initiative and high level judgement in a technical and clinical environment.
6. Demonstrated knowledge of relevant issues, trends and innovations and the ability to solve complex problems and design appropriate technical solutions .
7. Demonstrated excellence in written and oral communication skills and interpersonal skills with the ability to liaise at all levels.
8. Demonstrated ability to provide leadership and manage staff, as well as the ability to work as part of a team.
9. Demonstrated excellent skills in the use of computers in a health care context, including word processing, specialised nursing/medical databases and other relevant databases.
10. Demonstrated high level competence in OH&S, risk assessment and risk management principles.
11. Demonstrated understanding of EEO, quality assurance, records management principles, as they relate to this position.