**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Assistant, Trent Simulation Hub/Clinical Placements

**Job Number:** SO-462 | VIP: 1748

**NOC:** 1241

**Band:** 6

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Manager, Clinical Learning

**Last Reviewed:** March 30, 2022

**Job Purpose**

Under the supervision of the Manager, Clinical Learning, the Hub/Placement Assistant will support both the TFSON: Trent Simulation Hub and the placement team. This nurse will provide operational and project support to the Hub and the clinical placement team. This position will have the occasional weekend and evening shifts.

**Key Activities**

*Operational Support;*

1. Assist in daily operations by:
   * Set up and take down of Hub activity supplies and equipment
   * Inventory records: consumables and equipment.
   * CPR mannequins’ maintenance and training AED’s.
   * Provides guidance to TWSP student employees.
   * Supports Hub staff in the operations of lab equipment including human patient simulators.
   * Teaches CPR.
   * Trained in Mask fit testing.
2. Creates, organizes and maintains electronic copies of inventory supplies
3. Organization of TFSON: Trent Simulation Hub NARS related services

*Supplies and Equipment;*

1. Receives and processes inventory consumables
2. Uses projection data to prepare Hub consumable inventory orders
3. Schedules regular preventative maintenance of Hub equipment, such as battery checks for mannequins and Software updates for SIM-pads, CAE, and Gaumard mannequin updates, and works with IT to have computers serviced as needed.
4. Orders appropriate supplies for NARs related services (N95 masks, needles, syringes, “proof of” cards.
5. Creates and maintains a cycle plan for the position
6. Creates and maintains user guides for the Hub equipment

*Communications;*

1. Assists in training of and oversees the work of TWSP employees.
2. Communicates challenges and strengths of implementing innovative technology into the Hub activities.
3. Attends team meetings for the TFSON: Trent Simulation Hub and Clinical Placements

*Other;*

Other related duties as assigned which do not account for more than 5% of the total duties.

**Key Placements Activities**

1. Develops and organizes clinics for NARs services (TB Clinics, flu clinics, mask fit, CPR etc.)
2. Collaborates with Manager of Clinical Learning to schedule Registered Hub staff staff for clinics
3. Supports the Placement team with clearing student NARs for clinical placement
4. Supports clinical placement team with organizing and acquiring student clinical placements

**Education**

Minimum two years post secondary College diploma or higher required.

**Experience Required**

* 3 years of related experience required.
* The incumbent must be in good standing with the CNO.
* The incumbent must demonstrate the ability to organize and establish priorities, particularly during periods of heavy workload.
* Experience in word processing and the use of online computer systems.
* Excellent interpersonal, verbal, and written skills with the ability to interact well in a positive manner, using tact and diplomacy, with students, faculty and the community
* The incumbent must demonstrate the ability to take the initiative, use good judgment, work independently, and as a team member in a complex and multi-faceted work environment.
* Demonstrate ability to be discreet and maintain confidentiality.

**Job Evaluation Factors**

**Responsibility for the Work of Others**

* Primary contact for TWSP employees in the Hub
* Oversees work of student volunteers

Indirect Responsibility

* Ensures Hub and Clinical Placement student TWSP workers are on tasks

**Communication**

Internal:

* Communication with Health services, Hub staff, and placement team
* Students - looking for professors, dropping of assignments, looking for specific rooms/ location of Hub activities
* Computer Services - instructions email, webpages, computer problems
* Science facilities manager - maintenance, repairs, room bookings, equipment, security

External:

* Technical – liaison with Software and hardware support outside of university
* Communications with vendors

**Effort**

Mental:

* Daily use of healthcare knowledge
* Sustained concentration - constant interruptions
* Ability to multi-task when required
* Multiple competing demands, deadlines –

Physical:  
Bending/Kneeling - Filing

* Walking, climbing - Photocopier, Printer, Meeting room(s) , faculty offices, storage facility
* Standing/stretching - photocopying, filing, shredding, reach upper shelves in office
* Upper body strength - Moving and setting up equipment, office supplies, boxes of archives, recycling

**Working Conditions**

Physical:

* Fatigue – frequent interruptions, continuous re-prioritization of work, moving between working locations (desk, print/mail room, meeting room location(s) and faculty office(s)

Psychological:

* Constant interruptions - Walk in (students, faculty, public), telephone
* Frustrated staff with equipment and/or software applications – monitors and or mannequins are not working properly.
* Microsoft products (Word, Excel, PowerPoint etc.) formatting, functionality, and how-do-I’s limitations requiring immediate assistance