RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

Departmental Operation: Director of Simulation/Learning Labs (LLs)

The Director of Simulation/LL should be CHSE certified and is responsible for overseeing the overall operation of the Parkview Community Medical Center Virtual Hospital (PCMCVH) and School of Nursing Learning Labs (LL). Responsibilities of the Director include:

1. Function as a Simulation Facilitator for semester-level simulations as schedule permits.
2. Schedule staff for Learning Labs and assist semester-level faculty to ensure that scheduled simulation activities are staffed appropriately with trained simulation facilitators.
3. Co-chair Educational Resources and Technology Committee (ERTC) to facilitate the oversight of simulation operations; development and updating of learning lab policies and procedures; make purchasing decisions regarding equipment and supplies; and update the strategic plan for simulation.
4. Work with the Simulation Experts, semester-level faculty, and the Nursing Simulation Lab Specialist (NSLS) to develop the simulation schedule (grid) prior to the beginning of each semester.
5. Maintain documents for Simulation Experts and Facilitators that demonstrate compliance with annual educational professional development requirements for simulation.
6. Maintain and update the Simulation Professional Development course on Canvas in conjunction with Simulation Experts.
7. Conduct regular meetings with the Simulation Experts and NSLS to ensure that INACSL's *Standards of Best Practice* are upheld, simulations reflect current practice, and that simulation activities meet program and course learning outcomes.
8. Ensure and maintains quality improvement practices guide the development, implementation, and revision of simulation activities in conjunction with the Simulation Experts.
9. Review and compile participant's simulation evaluations at the end of each semester and report results to ERTC and SON Educational Effectiveness committees.
10. Facilitate and disseminate simulation professional development training opportunities for Simulation Experts, Facilitators, NSLS, and semester-level faculty.
11. Monitor and participate in the peer review process of Simulation Experts and Facilitators to ensure that those involved in simulation are observed and provided feedback at least once a year.
12. Ensure resources, equipment, technology, and supplies are budgeted for scheduled simulation learning activities conducted in the PCHVH and LL.
13. Maintain records for service/maintenance contracts and equipment warranties in collaboration with NSLS.
14. Coordinate the purchase of new technology and equipment in conjunction with recommendations of the ERTC.

15. Seek out internal/external funding sources for SON simulation program.
16. Oversee the Society for Simulation in Healthcare (SSH) accreditation process and compliance of standards.
17. Explore opportunities for internal and external simulation program experiences that align with program and course outcomes.