

## FEDERAL WORK-STUDY JOB DESCRIPTION FORM

Job Title Simulation Lab Assistant Dept. Health Sciences

Supervisor/Designee: Amy Brandt/Teresa Beaudry/Michelle Sherlin

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General Job Description: Assist with set up, “tear down” and maintenance of simulation lab sets and props, equipment and materials in the simulation lab area. Video recording and reproduction of simulation sessions as needed.

### Detailed List of Duties:

Responsible for assisting with:

- Ensuring persons entering the CHE are compliant with posted signage regarding protocols for infection control practices within the building.
- Cleaning equipment and supplies used in lab and simulation per protocols for Covid-19.
- Modules and prop set up for sim lab scenarios
- Cleaning of Simulation lab props
- Stocking of simulation lab props and materials as needed
- Inventory of props, supplies and equipment
- Medical chart reproduction and filing
- Reproduction and editing of Digital Video Recordings of student simulation sessions as needed.

Responsibility Involved: Include consideration of responsibility for direction of others, service to the public, equipment or materials used and amount of confidentiality required.

-Confidentiality of props and modules and charts used as well as scenario and student information is required.

-Ability to follow detailed written instructions required.

Amount of skill and/or previous experienced required:

-None

Amount of supervision required:

-AFTER training, if able to follow detailed written instruction- minimal supervision required.

Supervisor: Lab and sim staff personnel and the Dean

Amount of routine work involved:

- Work varies daily

Special hours required (evening, weekend, etc.): None

Recommended pay grade:

Prepared by: Michelle Sherlin

Date: 8/22/2023