

**Rhode Island Nursing Education Center (RINEC)  
Job Description**

Title: Coordinator, Simulation Laboratory  
Grade: 10  
Status: Exempt; Full-time (35 hours per week)  
Union Affiliation: NUNC (Non-union, non-classified)  
Reports To: Executive Director, RINEC Administration

**PRIMARY PURPOSE:**

This individual is responsible for the operation of the Simulation Center and Skills Labs at the Rhode Island Nursing Education Center (RINEC).

The RINEC is overseen by the Rhode Island Office of the Postsecondary Commissioner. It is a shared facility between the nursing programs at Rhode Island College and the University of Rhode Island. The RINEC offers state-of-the-art learning environments for these undergraduate and graduate students.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

*Essential Job Functions:*

- Oversee the operations of all clinical skills and simulation laboratory facilities at the RINEC
- Schedule curriculum in all learning spaces at the RINEC (Simulation Center, Skills Labs, Classrooms, and others).
- Maintain broad knowledge of relevant healthcare guidelines, simulation advancements and trends to ensure the RINEC meets clinical guidelines and industry standards.
- Develop, review and implement policies, procedures and guidelines for the RINEC Simulation Center and Skills Labs.
- Manage the inventory of the Simulation Center including: ensure all supplies are ordered, categorized and available as needed for curricular delivery.
- Coordinate the Purchase Order Process including, but not limited to, communicating with external vendors to obtain quotes, reviewing quotes, submitting orders to Manager, Facilities and Administration.
- Maintain an accurate inventory of hardware, software, equipment, and supplies.
- Develop, review and refine reference guides for simulation educators and faculty.
- Assist with the preparation of programmatic reports as directed, and compile data as needed by the Executive Director and RINEC Management Committee.
- Perform other duties as required.

**REQUIRED QUALIFICATIONS STANDARDS:**

**Education:** Bachelor's degree (healthcare-related concentration preferred). Masters preferred.

**Experience:** Minimum of 3-5 years' experience in simulation, academia and/or healthcare.

**Skills, Knowledge and Abilities:**

- Ability to work non-standard hours.
- Strong interpersonal skills and ability to communicate effectively.
- Experience working with students and faculty in the higher education environment.

- Ability to multitask in a fast-paced environment, and to work with minimal supervision in a deadline-driven environment, balancing multiple priorities.
- Ability to work with diverse populations.
- Ability to interpret institutional policies, plans, objectives, rules, and regulations.

**ENVIRONMENTAL CONDITIONS:**

Office and clinical simulation lab environment. Varied laboratory conditions involving mechanical, electrical, and lifting hazards. Requires the lifting of heavy objects (mannequins, equipment, etc.). Requires work with medical equipment including latex based products.

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*