STANDARD POLICY

POLICY

A registered nurse with a BSN shall be assigned the responsibility of being the assistant simulation coordinator.

PROCEDURE

1. The School of Nursing (SON) director shall assign a faculty member to coordinate the simulation lab.

2. The coordinator of the simulation lab shall:
   a. Identify and assist faculty in implementing ways to effectively increase the use of simulation in nursing education
   b. Assist faculty in developing, writing, programming, and implementing new simulation activities
   c. Manage all inventory and supplies for simulated activities and lab kits
   d. Place supply orders each semester, staying within the appropriate fee requirements
   e. Evaluate course fees each year and request changes as necessary
   f. Assist in coordinating master simulation schedule in conjunction with faculty, students, and assistant lab coordinator
   g. Communicate effectively and appropriately with all departments, faculty, and community members regarding simulation lab activities
   h. Identify all needed broad IT/network changes within the lab and coordinate with IT manager and technicians to ensure changes occur as soon as possible
   i. Communicate with IT personnel regarding updates to hardware and software and coordinate scheduling to accomplish this
   j. Develop and pursue research opportunities within the simulation lab
   k. Disseminate good practices within the simulation lab to a national audience