

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Simulation Operations Specialist

Department: School of Nursing

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The Simulation Operations Specialist supports the daily operation, maintenance, and instructional delivery of the Simulation Lab and serves as the primary support for the Simulation Director. This crucial role ensures high-fidelity, immersive learning experiences by managing simulation technology, preparing and operating equipment, supporting scenario development, and collaborating with faculty to facilitate safe and effective clinical education. The specialist utilizes clinical knowledge, technical expertise, and educational support skills to maintain the fidelity and integrity of high-quality experiential learning. This role serves the Traditional UG and hybrid LPN to BSN program.

Note: Skills and simulation are equally included in the *simulation program* definition.

Essential Functions:

- **Simulation Operations & Delivery**
 - Set up, operate, and break down high-fidelity manikins, task trainers, VR/AR systems, audiovisual equipment, and medical devices for simulation activities.
 - Run simulation sessions using simulation management software, physiological monitors, and scenario control interfaces.
 - Ensure realism (“fidelity”) of clinical environments through appropriate moulage, props, room configuration, and standardized patient preparation.
 - Provide in-lab support during simulations to faculty, learners, and standardized patients.
 - Troubleshoot technical issues quickly to minimize educational disruptions.
 - Fill simulation roles (e.g., standardized patient, confederate) as needed to ensure realistic scenarios.
 - Conduct simulation guided by the INACSL best standards of practice. Maintain understanding of simulation education.
- **Scenario Development & Educational Support**

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- Assist faculty with writing, revising, and updating simulation scenarios aligned with course outcomes and accreditation standards.
- Convert faculty objectives into simulation scripts, programming sequences, simulator settings, and equipment needs lists.
- Evaluate scenario performance and make recommendations for improvements in content and learner engagement.
- Prepare scenario documents, checklists, supplies, and audiovisual materials.
- **Technology Management & Maintenance**
 - Maintain inventory of all simulation equipment, medical supplies, consumables, and replacement parts.
 - Conduct routine and preventive maintenance on manikins, task trainers, and AV systems.
 - Troubleshoot and coordinate repairs with vendors when needed.
 - Update hardware/software for simulators, audio/visual capture systems, and learning management tools.
 - Ensure compliance with safety protocols, data security, and equipment use policies.
- **Faculty & Student Support**
 - Train faculty and students in basic simulator operation, lab procedures, and simulation-based learning best practices.
 - Assist with pre-briefing and debriefing processes as appropriate.
 - Provide technical guidance during faculty-led simulations and skills assessments.
 - Support integration of new education technologies and simulation methodologies.
- **Administrative Duties**
 - Maintain scheduling, usage logs, and documentation for all simulation activities.
 - Assist with drafting policies, procedures, and operational guidelines for the simulation center.
 - Support accreditation or program review processes by preparing reports, data, and evidence of best practices.
 - Collaborate with the Simulation Director to design and implement the goals and vision for the simulation program.
 - Support continuous improvement initiatives aligned with INACSL Standards of Best Practice.
 - Other duties as assigned by the Simulation Director or Chair.

Qualifications:

Required:

- **Registered Nurse (RN), ADN or higher.**
- Clinical experience in a healthcare setting.
- Technical aptitude with medical equipment, computers, and simulation technologies.
- Strong organizational and problem-solving skills.
- Ability to work collaboratively in a fast-paced educational environment.

Preferred:

- Experience in simulation operations or healthcare education.

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- Familiarity with simulation management platforms (e.g., Laerdal LLEAP, CAE Maestro, Gaumard Hal, etc.).
- Knowledge of moulage, scenario programming, and audiovisual recording systems.
- Certifications such as **CHSOS** (Certified Healthcare Simulation Operations Specialist) or **CHSE**.

Work Environment

- Hands-on technical work in simulation labs, skills labs, control rooms, and debriefing spaces.
- Occasional lifting, moving equipment, and preparing physical spaces for simulation.
- Flexible scheduling to support simulation activities outside standard hours as needed.
- Ability to use a personal computer and other office equipment.

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “Administrative Applications” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.