

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING
Position Description
Accelerated Student Services & Nursing Education Technologist

General Description:

This position is filled by a health professional, preferably an RN or eligible, with a minimum of a baccalaureate degree, who will share the responsibility of securing clinical placements for the Accelerated Online Bachelor's to BSN Program. Additionally, this person will assist as directed in the collaborative use of Sim Man, Sim Baby and other mannequins used in direct simulation exercises, as well as teach, train and support the hardware and software technology utilized by way of the 3D virtual avatar simulations within the Second Life Educational Platform.

Responsible to:

The Director of the Center for Nursing Innovation for student activities and the Dean for special projects and alumni activities.

Responsibilities:

1. Secure qualified registered nurse preceptors for clinical experiences via collaboration with faculty and agency personnel, utilizing current technology (i.e. phone, email, MS Office, Skype audio & text, PeopleSoft)
2. Assist in advising students with special needs and make referrals to appropriate campus resources; facilitate retention of students within the program
3. Assist in advising students related to CON policies for clinical experiences
4. Serve as liaison with CON alumni via web 2.0 tools (i.e. Facebook)
5. Work with and maintain the On Contact CON portion of shared clinical database
6. Coordinate ACCEL involvement in mini fairs, academic workshops and facility tours and participate in appropriate recruitment efforts (i.e. career fairs, abstract presentation at designated local and national conferences, assist CON faculty requests as needed)
7. Initiate, develop, and assist in contract negotiation and implementation with agencies for clinical experiences/partnerships including necessary site visits and presentations to new prospects
8. Implement plan to ensure student compliance with health, CPR and criminal history requirements determined by OSHA and clinical agencies; serve as liaison with clinical agencies in regard to student placement; investigate criminal background of students with significant findings and work with agencies to facilitate clinical placement
9. Facilitate communication regarding scholarships to students as needed
10. Work collaboratively with current human patient simulation lab personnel in utilization of Sim Man, Sim Baby, and other available mannequins
11. Task manage and troubleshoot all issues related to use of the Second Life 3D Virtual World used by students and faculty

Competencies and Expectations:

- Comprehensive understanding of the College of Nursing procedures
- Maximize use of computer technologies when performing this position
- Engage in all job-related interactions with a courteous and professional attitude
- Willingly collaborate/assist other staff when possible, work as a team
- Exhibit the ability to resolve problems in a professional manner
- Bring a positive and optimistic attitude to the workplace
- Maintain confidentiality at all times
- Participate in professional development and training to become more effective and efficient in the position
- Trained by Laerdal on Sim Man and Sim Baby, having the ability to initiate
- Rudimentary scenario programming and scripting skills for mannequins
- Knowledgeable and competent within the Second Life 3D Virtual World evidenced by assimilation and improvement of the use within the Accelerated Online BSN curriculum, accomplished by creating and modifying academic avatars for each cohort and faculty as needed, before, during, and after cohort orientation; provide ongoing orientation and assistance to navigate the virtual environment and use necessary SL skills; available via Skype or “in world” avatar audio chat during initial faculty/student chat sessions for troubleshooting activities; collaborate with professional “in world” organizations to improve ACCEL student competency and use of the SL educational platform

Knowledge, Skills & Ability Requirements:

- Knowledge of the College and University policies and procedures
- Knowledge of SUN calendar & email system
- Advanced proficiency with MS Office programs as needed
- Advanced proficiency with iPod Touch and Nurse Central software
- Effective written and verbal communication skills
- Self-motivated and able to function independently without supervision
- Ability to manage multiple tasks and effectively organize work to meet many tight deadlines
- Advanced skills within Second Life Educational Grid and ability to coordinate various simulation beta testing and student involvement
- Capacity to learn new or changed processes or applications quickly
- Ability to cope with multiple interruptions
- Ability to adjust work priorities with short notice
- Assist at a moment’s notice other faculty requests in the Simulation Lab