

## POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Simulation Assistant Level: 3/4  
 Faculty/Division: Faculty of Science, Medicine and Health  
 Department/Location: School of Nursing and Midwifery

### Primary purpose of the position:

This position provides clinical laboratory support to the School of Nursing and Midwifery (SNM) at the Batemans Bay Campus.

### Position Environment: (Optional)

The School of Nursing and Midwifery at the University of Wollongong is committed to the education of nursing students at both undergraduate and postgraduate level. We enjoy a sound reputation both academically and clinically. The Bachelor of Nursing program is growing due to an increasing demand by students over five campuses (Wollongong, Shoalhaven, Southern Sydney, Batemans Bay and Bega). A clinical learning environment is offered at the five campuses in which to learn and practice clinical skills.

The School of School of Nursing and Midwifery aims to graduate competent and safe beginner registered nurses who have a commitment to patient-centred, evidence-based, reflective and cost-effective nursing practice, and have the capacity to contribute to the health care of persons.

### Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1.Set up the equipment required for teaching and learning sessions in the Clinical Simulation Centre under the guidance of the Simulation Technician	80%	
2.Oversee and coordinate the ongoing purchase of stock including maintaining a purchasing system for consumables	10%	
3.Maintain equipment and assets	10%	
4. Provide support service to SNM as required		
5. Observe principles and practices of Equal Employment Opportunity	Ongoing	
6. Have WHS responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	Ongoing	

## Reporting Relationships:

Position Reports to: Manager, Clinical Placement Administration

The position supervises the following positions: nil

## SELECTION CRITERIA - Knowledge & Skills:

### Knowledge

Essential:

- Demonstrated understanding of client services principles
- Knowledge of general safety and WHS principles

Desirable:

- Working knowledge of general equipment for simulations

### Skills

Essential:

- Effective written, oral and interpersonal skills
- Demonstrated ability to work as part of a team and to contribute positively to team working
- Demonstrated skills in applying client service principles
- Demonstrated capacity to exercise independence and initiative in planning and prioritising tasks and projects
- Excellent organisational skills with an ability to work to strict deadlines paying attention to details

## SELECTION CRITERIA - Education and Experience:

### Education

Essential:

- Completion of a trades certificate; or Completion of Year 12, with relevant work experience; or Equivalent relevant experience or combination of relevant experience and education/training

### Experience

Essential:

- Perform straightforward tasks with clearly defined procedures. Relatively simple problem solving is involved.
- Experience working in a position which requires attention to detail

Desirable:

- Demonstrated experience in ordering and storing of resources
- Experience with setting up clinical simulations in simulation centres

**Personal Attributes:**

To perform effectively in this position you will:

- Enjoy working as part of a team
- Possess excellent interpersonal skills
- Be willing to learn by reflecting on experiences and apply this learning to future situations
- Be customer focused
- Share a commitment to mutual respect and collegiality with team members

**Special Job Requirements:**

Pattern of work hours may change each session in accordance with the demands of the timetable

May be required to travel to Wollongong Campus from time to time for training, team meetings and to assist with activities on Wollongong campus.

**Approval:**

Approval by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_