

**FACULTY OF SCIENCE, MEDICINE AND HEALTH  
SCHOOL OF NURSING  
POSITION DESCRIPTION**

**Professional Services Staff** *(for levels 1 to 5)*

Position Title: Simulation Assistant  
Level: 3/4  
Load: 0.40 FTE  
Type/Duration: Fixed Term  
Faculty/Division: Faculty of Science, Medicine and Health (SMAH)  
School/Unit: School of Nursing  
Location: Bega Campus

**Position Environment:**

The Faculty of Science, Medicine and Health (SMAH) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. SMAH is one of UOW's five Faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing, and the School of Medicine (incorporating the Graduate School of Medicine).

The School of Nursing, University of Wollongong is identified as a provider of high quality professional education and contributing to the generation and dissemination of knowledge within a research-intensive university. The Bachelor of Nursing program is growing due to an increasing demand by students and five site delivery (Wollongong, Shoalhaven, Southern Sydney, Batemans Bay and Bega). In addition, we have an expansive post graduate portfolio and research agenda. It is the philosophy of the School of Nursing that everyone participates in quality assurance processes and academic governance.

The core values of the School: Person-centred; Creativity; Self-awareness; Appreciation: Respect; Authenticity; Charity; Empathy.

**Primary purpose of the position:**

The purpose of this position is to provide clinical simulation support at the School of Nursing's Bega Education Centre and Clinical Education Unit Bega District Hospital. A virtual clinical environment (a clinical simulation centre) is offered in which to learn and practice clinical skills.

**Major Accountabilities/Responsibilities:**

Tasks	Percentage of Time
1. Set up the equipment required for teaching and learning sessions in the Clinical Simulation Centre and Nursing Laboratories.	70%
2. Administration for classes being taught in local laboratory and simulation space	10%
3. Liaison with subject coordinators and demonstrators as necessary	5%
4. Involvement in the community engagement activities in the laboratory space	5%
5. Oversee and coordinate the ongoing purchase of consumables	5%
6. Maintain equipment and assets	5%
7. Provide support service to the School of Nursing as required	Ongoing

Tasks		Percentage of time
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing
9.	Observe principles and practices of Equal Employment Opportunity	Ongoing
10.	Have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="#">WHS Roles and Responsibilities</a> document	Ongoing

### Reporting Relationships:

Position Reports to:	Simulation Technician
The position supervises the following positions:	Nil
Other Key Contacts:	

### SELECTION CRITERIA - Knowledge and Skills:

#### Essential:

- Service oriented skills, viewing both students and academic staff as clients
- Effective written and oral communication skills
- Demonstrated ability to work as part of a team and to contribute positively to team work
- Demonstrated ability to work independently
- Demonstrated ability to use initiative in planning and prioritizing tasks and projects
- Excellent organisational skills
- An ability to work to strict deadlines with attention to detail

#### Desirable:

- Working knowledge of general equipment for simulations

### SELECTION CRITERIA - Education and Experience:

#### 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 working in a position which requires attention to detail
- Experience in a client service environment
- Experience working in a team
- Experience using computerized templates and systems

#### Desirable:

- Demonstrated experience in ordering and controlling stock
- Experience with setting up clinical simulations in simulation centres
- A background in nursing would be well regarded

### Personal Attributes:

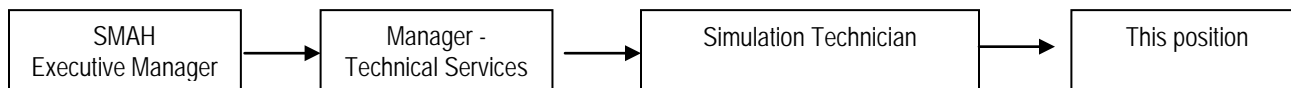
- Enjoy working as part of a team
- Possess excellent interpersonal skills
- Share a commitment to mutual respect and collegiality with team members
- Reliable
- Flexible

### Special Job Requirements:

Some flexibility with work hours/days may be required

### Organisational Chart:

Please insert an up to date organisational chart for the Unit/team this position works within. Eg:



### Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

#### *All Staff*

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

#### *Additional Responsibilities for Staff with supervisory responsibilities*

- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

## Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.