



SIMULATION LABORATORY ASSISTANT – FALL 2020

Term	September 1 st to December 17 th , 2020
Commitment/Hours	Up to 12 hours weekly, based on lab needs Monday through Friday Evenings and weekends
Rate	\$14 hourly plus 4% in lieu of benefits
Requirements	Current enrolment as a student at Queen's University, School of Nursing. Previous experience in a similar environment preferable, but skills can be acquired on-the-job.
Location	On-campus. Labs occur at the School of Nursing, School of Medicine and Clinical Education Centre (CEC).

Duties and Responsibilities

- 1) Setting up the lab environment and simulation models for:
 - a) Scheduled skills labs and simulations
 - Preparing/moving equipment within lab and between lab sites
 - Following directions to ensure lab stations are stocked with appropriate equipment, paperwork, supplies and medications
 - b) Practice labs
 - Retrieving and setting up supplies based on student/facilitator request
- 2) General laboratory maintenance:
 - Tidying up during and between labs
 - Cleaning after lab sessions and resetting for the next lab session
 - Restocking supplies
 - Labeling and preparing simulated medications for lab use
 - Making sure all equipment is put away properly and in "ready to use" condition
 - Receiving and processing new stock, involving unpacking, counting, and placing items in their storage areas
 - Inventory management: maintaining accurate item counts within inventory program
- 3) Operating simulation equipment:
 - Changing vital signs and symptoms of the SIM based on pre-set states or at the direction of the Instructor
 - Acting in scenarios to facilitate SIM/being the voice of SIM behind one-way glass
- 4) Documenting supply needs, technical issues and other questions for the Simulation Laboratory Manager and Simulation Laboratory Technician for follow-up
- 5) Assisting with Special Events and functions as needed:
 - Tours – Alumni tours, Fall Preview, etc.
 - OSCE Testing
- 6) Other duties as assigned

May occasionally be required to move heavy objects (e.g. equipment, supplies, boxes, chairs/tables).

The selected candidates may be invited to extend their positions into following terms if an excellent work ethic is consistently demonstrated.



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Special Skills & Decision Making

- Tact, tidiness and eagerness to learn
- Attention to detail
- Takes initiative and works well independently
- Able to follow verbal and written instructions carefully
- Can determine work priorities within established deadlines
- Holds basic laboratory and computer skills
- Can refer potential problem situations to more senior staff
- Experience with some basic simulation lab equipment will be considered an asset

Application Procedure

Please send the following to the attention of Laura Stephens, Simulation Lab Manager: laura.stephens@queensu.ca

1. Cover letter
2. CV
3. A screenshot of your Fall 2020 timetable

Application deadline is 5:00 PM on Friday July 17, 2020

Please note:

Only those candidates selected will be contacted for an interview.

The University has policies in place to support its employees with disabilities, including an Accommodation in the Workplace Policy and a policy on the provision of job accommodations that take into account an employee's accessibility needs due to disability. The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Laura Stephens: laura.stephens@queensu.ca