



SIMULATION LABORATORY ASSISTANT – FALL 2022

Term	September 1, 2022 to December 31, 2022
Commitment/Hours	<ul style="list-style-type: none">• Up to 12 hours weekly, based on lab operations• Monday through Friday• Evenings and weekends
Rate	\$15.00 hourly plus 4% in lieu of benefits
Requirements	Current enrolment as a student at Queen's University, School of Nursing
Location	On-campus Labs occur at the School of Nursing, School of Medicine (CSC & CTC) and Clinical Education Centre (CEC)
Duties and Responsibilities	
<p>1) Setting up the lab environment and simulation models for:</p> <ul style="list-style-type: none">• <u>Scheduled Labs</u><ul style="list-style-type: none">○ Preparing/moving equipment within lab and between lab sites○ Following directions to ensure lab stations are stocked with appropriate equipment, paperwork, supplies and medications• <u>Practice Labs</u><ul style="list-style-type: none">○ Retrieving and setting up supplies based on student and/or instructor request <p>2) General laboratory maintenance:</p> <ul style="list-style-type: none">○ Cleaning and tidying before, during and after lab sessions○ Restocking supplies within storage areas○ Labeling and preparing simulated medications for lab use○ Ensuring all equipment is put away properly and ready for next use○ Receiving and processing new stock (unpacking, counting, labelling, and storing) <p>3) Operating simulation equipment:</p> <ul style="list-style-type: none">○ Changing vital signs and symptoms of the manikin based on pre-set states or at the direction of the instructor○ Acting in scenarios to facilitate simulation activities/voicing the manikin behind one-way glass <p>4) Documenting supply needs, technical issues and questions for the Simulation Laboratory Manager and Simulation Laboratory Technician</p> <p>5) Assisting with special events and school functions as needed:</p> <ul style="list-style-type: none">○ School of Nursing tours – Homecoming tours, Fall Preview, Discovery Day, etc.○ OSCE testing <p>6) Other duties as assigned</p> <p>May occasionally be required to move heavy objects (e.g., equipment, hospital beds, supplies, boxes, chairs/tables).</p>	



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Special Skills & Abilities

- Tact, tidiness, and eagerness to learn
- Proactive, flexible, and energetic
- High 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 computer skills
- Can refer potential problem situations to more senior staff
- Experience in a similar environment/role is considered an asset
- Demonstrated ability to balance employment and coursework is considered a strong asset

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

Application Procedure

Please send the following to the attention of Laura Stephens, Simulation Laboratory Manager:

laura.stephens@queensu.ca

1. **Cover Letter:** Please mention if you foresee any additional openings to your timetable (Ex. Electives already taken)
2. **Curriculum Vitae**
3. **Fall Term Schedule:** Attach a screenshot of your Fall 2022 schedule
 - Indicate your lab dates/times (if known), clinical schedule (if known), and any additional commitments and/or responsibilities that would affect your availability to work in lab

Application deadline is Friday, July 1, 2022 at 5:00 PM EST.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

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