

Posting #24-152CU

Lead Nursing Lab and Simulation Coordinator School of Nursing Regular, Full-time

Purpose

The Lead Nursing Lab and Simulation Coordinator reports to the Assistant Manager, Faculty of Human and Health Sciences (FHHS), School of Nursing, and is part of the Lab Coordination Team. The Lead Nursing Lab and Simulation Coordinator works closely with the faculty coordinators responsible for nursing labs and simulation, and provides functional supervision for Nursing Lab and Simulation Coordinators across five UNBC campuses. The Nursing Lab and Simulation Coordinator works with School of Nursing staff, faculty, and instructors, with internal stakeholders in other UNBC departments, and with external stakeholders to effectively support the operation, organization, and delivery of lab and simulation instruction across the School of Nursing programs. This position will be based at the UNBC main campus in Prince George, BC. Travel to other campuses outside of Prince George may be required from time to time, and a valid BC driver's license is essential for this position.

Responsibilities

Duties include but are not limited to:

- Providing functional supervision and training to a team of Nursing Lab and Simulation Coordinators located at all UNBC campuses delivering high quality support for lab and simulation teaching activities across the School of Nursing;
- Liaising with internal and external stakeholders to support the operation, organization, and delivery of lab and simulation instruction;
- Organizing and coordinating lab space at the Prince George Campus, including:
 - Supporting the setup and breakdown of weekly lab activities and general upkeep of lab space and supplies;
 - Tracking and ordering of consumable lab supplies; and
 - Tracking and maintaining teaching equipment and overseeing a replacement schedule for non-consumable equipment.
- Working with Lab Leads, Lab Facilitators, and Simulation Instructors to meet expectations for lab and simulation setup and instruction (may include running simulation equipment during teaching);
- Coordinating scheduling and booking of Nursing-specific labs, simulation, and classroom spaces, and facilitating the booking of other labs, simulation, and classroom spaces to meet lab and simulation instruction needs (both at UNBC campuses and at other facilities, e.g., University Hospital of Northern British Columbia);
- Working with Lab and Simulation Instructors to ensure that simulation scenarios are kept up to date, including staying current on available simulation tools and equipment;
- Working with the Assistant Manager, FHHS, School of Nursing, ensuring that lab orders for all campuses are fulfilled and that expenses fall within budgetary guidelines;
- Working with the Administrative Assistants, FHHS, to ensure lab space maintenance and coordination; and



- Working with the School of Nursing staff, faculty, and instructors, overseeing all general administrative lab and simulation-related activities in Prince George and providing guidance and direction to Nursing Lab and Simulation Coordinators at all other campuses to ensure program-wide consistency.

Qualifications

The successful candidate must possess a BScN degree. A Practical Nurse Diploma or certificate in a recognized health-related or technology field may be considered with relevant work experience (e.g., CNA, Medical Office Assistant). Minimum of three years related work experience, preferably in a health-related setting such as a medical or healthcare office, or post-secondary setting. Experience with responsibility for supplies inventory tracking and ordering is an asset. Experience supervising, mentoring, and training employees in a union environment is an asset. Direct experience in healthcare simulation environments, including Certified Healthcare Simulation Operations Specialist (CHSOS) certification, will be considered an asset. The successful candidate will possess a valid BC driver's license.

It is necessary to have the ability to work independently with minimal supervision in a busy and challenging environment, as an active member of an integrated, cross-campus team. The candidate must be able to manage a workload with high levels of organization, accuracy, and attention to detail, with the ability to prioritize tasks and meet deadlines. Exceptional interpersonal, and written and verbal communication skills, with an aptitude for building relationships are crucial. Sound judgement and discernment with problem solving skills are essential to success. Proficiency with Microsoft Office Suite (including Word, Excel, Teams, Access, Outlook) and video conferencing software (e.g. Zoom) are required. Experience with learning management systems and simulation software related to healthcare are considered an asset. A working knowledge of the Freedom of Information and Protection of Privacy Act (FOIPPA) should be demonstrated.

An equivalent combination of education and experience will be considered.

Salary

This position has been classified at a Grade 10. The annual salary range for this position is \$74,019.40 to \$77,058.80 and the normal starting salary will be \$74,019.40.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 35 hours a week scheduled between 8 :30 am – 4:30 pm, Monday through Friday. This position will require travel by road or air to campuses outside of Prince George.



Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.



Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-152CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on August 19, 2024.

