

Job Summary

The Simulation Laboratory Manager is a full-time staff position responsible for managing the interprofessional simulation laboratory and related training activities for Resolution Medical.

The Simulation Laboratory Manager organizes and manages lab activities, staff, and the equipment / technology used for the testing of novel medical devices being developed by world-class medical device manufacturers and entrepreneurs.

While the Manager predominantly interacts with Resolution Medical and LifeTech staff, this position also cultivates and supports external relationships for promotion of the simulation lab..

Essential Functions

MANAGES THE LABORATORY

- Organizes the laboratory in a way that fosters implementation of Resolution Medical's Culture, philosophy, and mission.
- Ensures that the environment in the laboratory and scheduling of simulation time maximizes the opportunity for staff, entrepreneurs, and medical professionals requesting simulation services.
- Coordinates use of the laboratory with staff and outside consultants (such as radiologists or ultrasound technicians) responsible for the relevant laboratory activities.
- Develops procedures and training to optimize usage of the laboratory.
- Maintains laboratory schedule, and tracks laboratory usage.
- Supervises the safety and security of the laboratory, storage areas, and cleanliness.
- Coordinate equipment rental, acquisition, and maintenance.
- Source and safely store animal and human tissue to be used in simulation scenarios including human cadavers.
- Sets up, operates, and manipulates medical, multimedia, computer, and other related equipment/technology used for simulation exercises.
- Inventories materials, supplies and equipment on an ongoing basis.
- Receives, sets up, and tests new simulators, and computer equipment.
- Performs preventative maintenance and minor repair of simulation, and computer equipment in the laboratory; diagnoses more serious equipment malfunctions and arranges for repair; arranges for general maintenance and repair of laboratory facilities.
- Researches purchasing options for laboratory equipment and software.
- Creates reports related to laboratory operations and equipment, including budget.

PROVIDES EDUCATION IN THE USE OF THE LABORATORY

- Instructs staff in the use of simulators.
- Promotes opportunities for educational experiences in the laboratory to staff and external partners.
- Investigates emerging technologies for clinical simulation.
- Facilitates design of various simulation scenarios including use of flowcharts and templates.

- Ensures compliance with Resolution Medical policies, procedures, and safety precautions.
- Provides training and work direction to Resolution Medical employees.

OTHER

- Maintains budget for simulation lab.
- Performs related duties as assigned.
- Must be highly tactful in handling non-routine tasks, able to prioritize demands, and make appropriate decisions concerning priorities of action. Requires high degree of ability to analyze situations, problem solve, and make appropriate decisions.
- The Simulation Laboratory Manager must be able to give directions clearly and communicate information and concepts effectively. The position requires a professional appearance and manner, tact, diplomacy, sensitivity to issues of confidentiality, and the ability to handle multiple tasks concurrently. It also requires a high level of self-direction and motivation.
- Basic inventory and material storage procedures.
- Utilize problem solving skills to resolve issues related to patient simulators and technology.
- Ability to break complex problems into smaller manageable parts.

Education, Experience, Required Skills

- Excellent organizational skills with a focus on details.
- Communicate effectively orally and in writing.
- Ability to develop systematic diagrams such as flowcharts.
- Strong customer service skills.
- Ability to adapt to a changing environment.
- Ability to troubleshoot potential equipment failures.
- Exhibit professionalism in dress, manner, and behavior.
- Ability to work under tight time constraints, get along with others and handle difficulties or conflicts in appropriate ways. Problem solving, time management, and the ability to grasp the whole picture are essential.
- **Required:** Minimum of a baccalaureate degree or equivalent and three to four years of related work experience in a creative, fast-paced environment.
- **Preferred but not necessary:** Work experience in a medical device related field preferred. Supervisory or managerial experience preferred.

Authority and Responsibility

Accountable for their performance and will have authority as delegated to complete their tasks and objectives.