



Provincial Job Description

TITLE:
(535) Simulation Attendant

PAY BAND:
6

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assist simulation and anatomy lab staff to set up, maintain and take down all equipment and specimens for simulation-based training. Organizes daily work flow of labs and performs all necessary Quality Control checks.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Biology 30 class
- ◆ Post-secondary Anatomy and Physiology 1
- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Lab Set Up/Maintenance

- ◆ Sets up and maintains anatomy lab and simulation lab equipment.
- ◆ Procures, prepares, maintains specimens – including cadaver and animal specimens for purpose of simulation lab.
- ◆ Prepares solutions/media.
- ◆ Performs general wash-up duties, autoclaves instruments.
- ◆ Assists with the operation and programming of the simulators for training sessions, maintenance, troubleshooting and quality control.
- ◆ Provides input and researches vendors for supplies and equipment.

B. Clerical/Reception

- ◆ Ensures all booking information is completed within booking system.
- ◆ Performs various clerical duties (e.g., faxing, scanning, photocopying, report processing, filing, distributing results, booking appointments and telephone reception).
- ◆ Performs data entry.
- ◆ Compiles various statistics for month/year-end reporting.
- ◆ Participates in quality assurance/quality control programs.

C. Related Key Work Activities

- ◆ Maintains inventory.
- ◆ Washes glassware.
- ◆ Ensures proper disposal of specimens, reagents and biohazardous waste, as per department policies and procedures.
- ◆ Washes and decontaminates benches, countertops, sinks, cupboards and equipment.
- ◆ Maintains and troubleshoots equipment.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 18, 2022