**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Assistant, Clinical Learning Centre

**Job Number:** SO-450

**NOC:** 1241

**Band:** 2

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Clinical Learning Centre Co-ordinator

**Last Reviewed:** October 22, 2019

**Job Purpose**

Under the supervision of the Clinical Learning Centre Co-ordinator, the Clinical Learning Centre Assistant will provide daily operational and project support to the Clinical Learning Centre (CLC). Performs a variety of clerical and technical duties related to the operation of the CLC, including receiving and processing inventory, setup and take down active learning sessions including preparing mannequins and lab equipment.

**Key Activities**

*Operational Support;*

1. Assist in daily operations by:
	* Set up and take down of CLC learning activity supplies and equipment
	* Inventory records: consumables and equipment
	* CPR mannequins maintenance
	* Training AED’s
	* Provides guidance to TWSP student employees
	* Supports CLC staff in the operations of lab equipment including human patient simulators
2. Creates, organizes and maintains electronic copies of inventory supplies

*Supplies and Equipment;*

1. Receives and processes inventory consumables
2. Schedules regular maintenance and preventative maintenance of CLC equipment; such as battery check for mannequins, software updates for SIM-pads, CAE, and Gaumard mannequins. Works with IT to have computers serviced as needed.

*Communications;*

1. Acts as contact for daily TSWP student employees.
2. Communicates challenges and strengths of implementing innovative technology into the CLC activities.

 *Other;*

1. Other related duties as assigned which do not account for more than 5% of the total duties.

**Education**

Secondary School Diploma.

**Experience Required**

* Ability to organize and establish priorities, particularly during periods of heavy workload.
* Experience in word processing and the use of on-line computer systems.
* Excellent interpersonal, verbal, and written skills with ability to interact well in a positive manner, using tact and diplomacy, with students, faculty and the community
* Demonstrated ability to take initiative, to use good judgment, to work independently and as a team member in a complex and multi-faceted work environment.
* Demonstrated ability to be discreet and maintain confidentiality.

**Responsibility for the Work of Others**

Indirect Responsibility

* Ensures student TWSP workers are on tasks

**Communication**

Internal:

* Students - looking for professors, dropping of assignments, looking for specific rooms/ location of CLC activities
* Computer Services - instructions email, webpages, computer problems
* Science facilities manager - maintenance, repairs, room bookings, equipment, security

External:

* Technical – liaison with Software and hardware support outside of university

**Effort**

Mental:

* Sustained concentration - constant interruptions
* Ability to multi-task when required
* Multiple competing demands, deadlines –

Physical:
Bending/Kneeling - Filing

* Walking, climbing - Photocopier, Printer, Meeting room(s) , faculty offices, storage facility
* Standing/stretching - photocopying, filing, shredding, reach upper shelves in office
* Upper body strength - Moving and setting up equipment, office supplies, boxes of archives, recycling

**Working Conditions**

Physical:

* Fatigue – frequent interruptions, continuous re-priorization of work, moving between working locations (desk, print/mail room, meeting room location(s) and faculty office(s)

Psychological:

* Constant interruptions - Walk in (students, faculty, public), telephone
* Frustrated staff with equipment and/or software applications – monitors and or mannequins are not working properly.
* Microsoft products (Word, Excel, PowerPoint etc.) formatting, functionality, and how-do-I’s limitations requiring immediate assistance