



**Illinois Department of Financial and Professional Regulation**  
**Division of Professional Regulation**



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| <b>NAME OF EDUCATIONAL INSTITUTION:</b>                                 | <b>Millikin University</b>  |
| <b>POSITION:</b>  | <b>Nursing and Clinical Simulation Lab Coordinator/SON Faculty Member</b>   |
| <b>Is this a chief nursing officer or director of nursing position?</b> | No – please continue with remainder of the form<br>Yes-upon completion of the form you must contact DPR Nursing Coordinator, Michele Bromberg, MSN, RN:<br><a href="mailto:michele.bromberg@illinois.gov">michele.bromberg@illinois.gov</a>   |
| <b>RESPONSIBILITIES:</b>  | <p><b>Primary Responsibilities:</b></p> <p><u>Nursing and Clinical Lab Coordinator Role (50%):</u></p> <ul style="list-style-type: none"> <li>• Collaborates with key stakeholders/outside vendors/organizations to develop and disseminate best practices in simulation and skills lab instruction.</li> <li>• Develops lab schedules for each semester in collaboration with faculty.</li> <li>• Orders lab supplies as needed.</li> <li>• Maintains organized inventory records and makes budget requests in a timely manner.</li> <li>• Communicates effectively with simulation/equipment vendors.</li> <li>• Develops, participates, and assists faculty in development and implementation of simulation.</li> <li>• Participates and leads tours/demonstrations of the simulation lab.</li> <li>• Provides instructional support including lab set up in the simulation/skills lab for students and faculty to develop competencies and skills in meeting course objectives.</li> <li>• Develops and conducts evaluation of the effectiveness of simulation learning.</li> </ul> |

- Maintains and updates simulation/skills lab to include, but not limited to: identifying software supply and equipment needs, monitoring simulation equipment, troubleshooting, and resolving problems.
- Stays current with development in the field of simulation technology and learning theory.
- Conducts nursing skills demonstrations as requested by course faculty.
- Maintains operation of lab equipment and recommend replacement purchases.
- Maintains simulation/skills' labs in a neat and organized manner.
- Provides supervision to student workers.

Faculty Role (50%):

- Collaborates with the Director and faculty of the School of Nursing in development, implementation, and evaluation of the mission, purpose, and outcomes of the nursing program.
- Designs, implements, and evaluates the curriculum of the School of Nursing.
- Serves as academic advisor to nursing students assigned by the Director.
- Assists with the development and evaluation of student policies.
- Evaluates student performance using Millikin University and School of Nursing standards.
- Takes an active role in service on School of Nursing and University committees as elected or appointed by the Director.
- Actively participates in assessment endeavors to ensure continued accreditation of the School of Nursing and Millikin University and takes responsibility for assessment activities as assigned.
- Remains informed of developments within chosen fields of clinical nursing through formal study, research, and continued education.
- Develops an individual Growth Plan as designated in University Policies and Procedures: Faculty.
- Completes and submits an annual self-evaluation report based on personal growth plan to the director in accordance to P & T guidelines.
- Plans, implements, and evaluates courses taught each semester in accordance with the School of Nursing and University mission.
- Evaluates student learning outcomes to ensure

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|                                       | <p>satisfactory student professional performance.</p> <ul style="list-style-type: none"> <li>• Posts office hours; and is accessible to students.</li> <li>• Assists with the evaluation of clinical facilities on a yearly basis.</li> <li>• Serves as an advisor to student groups as requested.</li> <li>• Participates in professional activities at the local, regional, and/or national levels.</li> <li>• Other duties as assigned.</li> </ul>  |
| <p><b>MINIMUM QUALIFICATIONS:</b></p> | <p><b>Minimum Position Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Eligibility for appointment at the rank of instructor with a master's degree in nursing (required);</li> <li>• Minimum of two years of experience in the medical-surgical nursing practice arena.</li> <li>• Minimum of two years of teaching experience in an accredited nursing program (baccalaureate or higher degree education program preferred).</li> <li>• Current Professional Registered Nurse licensure in Illinois or eligibility to obtain said licensure in the state.</li> <li>• Demonstrated ability to work with a diverse student body and to maintain good working relationships with colleagues.</li> <li>• Demonstrated effectiveness in best practices related to simulation and skills instruction and in measuring student learning outcomes.</li> <li>• Demonstrated professional demeanor expressed in exemplar collegiality, flexibility, organization, and attention to detail.</li> <li>• Demonstrated ability to accomplish complex tasks, prioritize responsibilities, and meet deadlines.</li> <li>• Demonstrated ability to work independently in accordance with established procedures to continually improve laboratory settings and teaching-learning experiences for students.</li> <li>• Commitment to becoming a highly-skilled expert in the development and implementation of simulation experiences for students at all degree levels; this includes the specialized training and certification in simulation and Basic Life Support</li> </ul> |

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|   | <p>and Cardio-pulmonary resuscitation as directed by the SON Director.</p> <ul style="list-style-type: none"> <li>• Proficiency in computer usage including Microsoft Office is required.</li> <li>• Excellent verbal and written communication skills.</li> </ul>  |
| <p><b>PREFERRED QUALIFICATIONS:</b></p> |   |
| <p><b>TO APPLY:</b></p>                 | <p>Millikin offers a competitive salary and full benefit package. Beyond meeting fully its legal obligations for non-discrimination, Millikin is committed to building a diverse and inclusive community where members from all backgrounds can live, learn, and thrive. Employment and first day of work is contingent upon successful completion of background check. Millikin University is an equal opportunity employer. Candidates from traditionally underrepresented groups in this field are encouraged to apply.</p> <p>Qualified applicants should submit a cover letter, their curriculum vitae, a professional narrative which describes their professional experience and effectiveness in faculty roles in higher education, and the contact information for three professional references. The review of applications will begin April 1, 2021 and will continue until the position is filled. Applications should be submitted electronically at (<a href="http://millikin.edu/employment">http://millikin.edu/employment</a>). Any questions about this position may be directed to Dr. Elizabeth Gephart, Interim Director, School of Nursing.</p> |