



DATE ISSUED: 02/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Nursing Technology Implementation

JOB SUMMARY

This position is responsible for managing the installation & implementation, maintenance and support of information technology, biomedical and simulation equipment in the nursing laboratory. Scope of responsibility includes project management, implementing, installing, supporting and maintenance of all technical equipment in a laboratory along with assisting in the implementation of informatics concepts and technology into effective learning experiences. Work is performed under self-supervision due to extensive experience and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Education Center for Clinical Innovations & Advanced Technologies

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Manages Information Technology other projects using established project management methodologies.

Collaborates with the Director the Education Center for Clinical Innovations & Advanced Technologies, Nursing Lab Director, and the Information Technology department to develop/implement informatics concepts and cutting edge technology into effective learning experiences in a realistic and successful manner.

Serves as Clinical IT support for the CON.

Collaborates and serves as liaison with TWU IT Department.

Serves as liaison with external IT departments for collaboration of projects.

Maintains, supports, and upgrades the computer/AV equipment in the lab.

Maintains & supports the high fidelity simulators.

Serves as the computer technician to "man" the simulator computers.

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Acts as the IT trainer for the software installed on the computers in the lab.
Coordinates CON technology projects, including software installation, hardware maintenance, and provides faculty support as needed to ensure successful project outcomes.
Supports and maintains biomedical equipment (monitors, pumps, etc).
Provides on-site project management for any collaborative projects with the hospitals to implement clinical technology in the lab.
Maintains the lab BlackBoard/web site.
Assists in developing technology policies and procedures.
Assists with implementing informatics technologies in the lab.
Travels to Dallas and Denton Campuses to provide support as needed.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Minimum of five years IT experience as systems analyst, Project Management, and/or desktop support analyst.

REQUIREMENTS

Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential

Demonstrated interpersonal, organizational, and supervisory skills.
Ability to work collegially and flexibly.
Ability to examine, organize, and analyze data.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Excellent communication skills to provide effective collaborative efforts with experts in a variety of professions that are internal and external to the TWU system.
Strong analytical and communications skills (written and verbal).
Strong customer service orientation.
Demonstrated ability to create project documentation, drawings, and spreadsheets.
Ability to interpret architectural and electronic design drawings.
Able to work effectively with an acquired understanding of organizational policies and procedures.
Able to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to apply budgetary and fiscal planning techniques within financial constraints.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Ability to communicate effectively -orally, by phone, in person, and in writing.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel. Daily exposure to PCs and networks. May move heavy equipment and boxes. May require long hours and weekends.

SAFETY

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Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.