

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT ("District"), and the CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909 ("Federation").

TERMS

The District and the Federation have agreed as follows:

- 1. To allow a Part-time faculty member, Vickie Valenziano, to perform the duties and responsibilities of the Human Patient Simulator (HPS) Liaison for the Registered Nursing Program for the 2013-2014 academic year.
- 2. The duties and responsibilities are outlined in the attached description.
- 3. The faculty member has agreed and voluntarily accepts this assignment.
- 4. The assignment is 8 hours per week per semester.
- 5. The faculty member will receive a stipend of \$4,749.12 per semester.
- 6. This agreement does not alter the faculty member's regular assignment.
- 7. The provisions of this MOU are in effect only through May 23, 2014 and may be extended upon agreement by both the District and the Federation.
- 8. The terms of this MOU are non-precedential and do not create any historic practice.

This MEMORANDUM OF UNDERSTANDING supersedes any MOUs regarding the assignment of Human Patient Simulator Liaison. By their signatures below, the signatories certify that they are authorized representatives of either the District or the Federation and that any and all actions necessary for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.

ACCEPTED AND AGREE TO:

Debra Stakes 9/4/13  
 Debra Stakes, President Date  
 CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909

Gilbert H. Stork 9/3/2013  
 Gilbert H. Stork, Ed.D. Date  
 Superintendent/President  
 CUESTA COLLEGE COUNTY COMMUNITY COLLEGE DISTRICT

# **DIVISION OF NURSING & ALLIED HEALTH**

## ***SIMULATION LAB LIAISON REPONSIBILITIES***

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The duties and responsibilities of the Simulation Liaison are to:

1. Act as liaison for nursing students, faculty, director, division chair and dean for nursing simulation lab curriculum on the SLO and NC campuses.
2. Coordinate simulation activities for nursing courses.
3. Collaborate with faculty in the development, implementation and evaluation of simulation activities for beginning and advanced level nursing students.
4. Prepare and set-up for simulation sessions in advance including props, moulage, nursing supplies and equipment. Coordinate with faculty to assist.
5. Oversee operation of simulation equipment. Operate manikin and simulation equipment in accordance with the skills lab policies and manufacturer's recommendations.
6. Ensure that equipment is in proper working order. Troubleshoot problems and contact METI as needed to maintain proper functioning of manikin.
7. Utilize recorded simulated experiences to facilitate debriefings, classroom instruction and other related projects and assignments.
8. Conduct evaluation to determine the effectiveness of simulation learning experiences.
9. Maintain lab in a neat and organized manner; cleaning manikins, returning or discarding equipment following simulation experiences as appropriate. Coordinate faculty to assist.
10. Anticipate supplies needed for courses and orders supplies for the academic year in advance.
11. Provide feedback to the director, division chair and nursing faculty regarding the effectiveness of the simulation lab including current and future needs.
12. Stay current with developments in the field of simulation technology and the nursing profession.
13. Collaborate with clinical agencies to implement current nursing care standards.
14. Maintain and update the simulation lab to include but not limited to: software, supplies and equipment needs.
15. Collect required research data of simulation activities for program review and funding purposes including number of students participating, number of faculty participating, confidentiality forms, and videotapes of simulation events.

The following Knowledge Skills & Abilities are expected:

1. Self-motivated, able to prioritize work demands and to work with minimal supervision.
2. Ability to effectively communicate
3. Ability to maintain confidentiality regarding simulation participation and sensitive issues
4. Ability to work flexibly as a team member and as requested
5. Ability to manage multiple projects.
6. Ability to meet deadlines.
7. Knowledge of medical-surgical nursing, medical terminology, human anatomy, physiology and clinical applications.
8. Knowledge of videotape recording, audio visual equipment and proficiency with simulation software applications.
9. Knowledge of current nursing practice, nursing education, and simulation technology
10. Work requires occasional lifting of heavy equipment and use of specialized medical equipment.