

Range	35
Hours	8
Week	40
Months	10

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Nursing Skills Lab Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a wide variety of responsible support duties in the day-to-day operations, programs, and activities within the Nursing Clinical Skills and Simulation Labs. Employees in this classification receive general supervision within a framework of standard policies and procedures, and provide technological expertise, faculty support and advocacy in low and high tech nursing simulation activities within the labs. Under limited supervision, exercise responsibility for scheduling and overseeing the day-to-day activities of the lab, requiring a high degree of independence and initiative.

SUPERVISOR: Dean of Health Sciences and University Programs or Designee

TYPICAL DUTIES:

Examples of duties include, but are not limited to, the following:

- Supports daily operations of the Nursing Clinical Skills Labs and Simulation Lab, such as technical support to students and faculty during lab time.
- Maintains human patient simulators (HPS) and a variety of lab equipment including hardware and software installation, upgrades, operational checks, troubleshooting, and repair.
- Manages Clinical Skills and Simulation Lab supplies including ordering needed supplies, equipment, and materials and maintaining appropriate stock levels and inventory records.
- Assists faculty in pre- lab set-up activities such as assembling equipment and supplies for all labs and setting up student laboratory activities and low and high tech simulations.
- Assists faculty in executing simulation experience as directed, including operating simulators, simulation console, and software as necessary for activity.
- Assists faculty with post- Clinical Skills Laboratory activities, such as restoring lab to pre-activity conditions.
- Assists faculty in set up of labs for open lab time practice activities.
- Collaborates with faculty and staff in developing the schedules for the Nursing Clinical Skills Labs and Simulation Lab.

- Assists faculty in establishment of standardized procedures and assistance with new technology as related to the labs.
- Maintains clinical skills and simulation laboratories in a clean and orderly condition.

Marginal Functions:

- Participates in District-provided in-service training programs.
- Maintains a friendly, supportive atmosphere for students, faculty and staff.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge Of:

- Proper use and operation of computers.
- Basic clerical and computer software such as MS Word, Windows, Excel, Office.
- Record keeping methods and techniques.
- Medical and health care terminology.
- Proper use and operation of nursing education simulators and high fidelity simulation manikins, and general hospital equipment preferred.
- Clinical nursing practices preferred.

Ability to:

- Perform a variety of office and faculty support functions.
- Prepare, operate and maintain equipment, and demonstration materials.
- Effectively and tactfully communicate in both oral and written forms.
- Learn and impart laboratory equipment utilization to students and faculty.
- Work with a significant degree of independence and judgment.
- Organize work and set priorities.
- Communicate and relate effectively with students, faculty, and staff.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Operate standard office equipment including computers.

EDUCATION/EXPERIENCE:

- An associate degree or higher from an accredited institution.
- A minimum of one year experience in a related area, an office or lab setting using basic office practice skills.
- Experience in a health related area, medical office or hospital setting desired.
- Experience in a nursing education simulation or skills lab desired.

Created 12/11

Board Approved: 3/12