



**Job Purpose**

To coordinate clinical learning lab facilities and services

**Description of Duties and Tasks**

Essential duties and responsibilities include the following. Other duties may be assigned.

**Required**

1. Coordinates day to day activities and services of the lab area including scheduling, lab set up, and management of lab equipment and supplies.
2. Tutors or supervises students and/or coordinates the work of other personnel.
3. Orientation to faculty regarding laboratory procedures, location and use of materials and the operation of equipment.
4. Provides assistance to instructors and/or students in a clinical lab setting.
5. Ensures that the lab/classroom is clean, safe, and organized; promotes safe lab practices.
6. Repairs or coordinates the repair of lab equipment as required.
7. Coordinates the ordering and re-supply of consumable lab equipment; conducts quarterly equipment inventories.
8. May research, evaluate, and recommend new lab materials, equipment, and experiments.
9. Responds to inquiries inside and outside College.
10. Implements simulation activities with the Simulation Liaison as required.
11. Establishes and updates laboratory policies and procedures.
12. Prepares and maintains a variety of records and reports.

**Knowledge**

Must possess required knowledge and be able to explain and demonstrate that the essential functions of the job can be performed.

**Required**

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- Medical skills, equipment, and technology used in the nursing area.
- Lab facilities and services
- Lab equipment and supplies.
- Safety standards and practices used in lab/classroom settings.
- Processes for maintaining and/or repairing lab equipment.
- Maintaining an established work schedule including occasional evenings and weekends, and wearing a pager as required.
- Effectively using interpersonal and communications skills, including tact and diplomacy as well as working with diverse student and faculty populations.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Remaining calm and logical, and following established procedures in emergency situations.
- Coordinating lab activities and services.
- Providing assistance to students and instructors in a clinical/lab environment.
- Promoting and ensuring safe lab practices.
- Researching, evaluating and recommending new lab equipment and materials.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

#### **Computer Skills**

##### ***Required***

- Demonstrated proficiency using standard office software applications.

#### **Physical Requirements**

##### ***Required***

- Exposure to hazards related to working in medical waste/sharps environment.
  - Occasional lifting of objects up to 20 kg.
  - Potential for exposure to contaminated blood and/or body fluid.
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- Subject to walking, sitting, standing, bending, reaching, kneeling, and stooping.
- Work is performed in a standard office and lab environment.

### **Work Experience**

#### ***Required***

- Two year's work experience in acute care nursing.

#### ***Preferred***

- Community college teaching experience or work experience managing a medical skills learning lab. Recent medical surgical experience.

### **Education**

#### ***Required***

- Bachelor's degree in Nursing.

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

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### مەرجەكان

- 1- پېۋىستە ھەلگىرى پرونامەى بەكالۋرېۋىس بېت لە كۆلېئۇرى پەرىستارى .
- 2- پارەى تەرخانكراۋ بۇ ھەر يە كىكىيان بە پېى پرونامەكەيان دەبىت كە برەكەى ديارىكراۋە لە لاپەن سەرۋكاپەتى زانكۆ.
- 3- دەۋامى فەرمى (۲۵) كاتۇمىر لە ھەفتەپەكدا لە كاتۇمىز (۸:۲۰) تاكو (۲:۴۰) جگە لە رۇژانى پېنج شەممە تاكو(۱:۲۰) دەبىت.
- 4- پېۋىستە لەسەر پېش كەشكار خزمەتى سالىك تاكو دوو سال ھەبىت لە بوارى پەرىستارى.
- 5- پېۋىستە لەسەر پېش كەشكار دانەمەزراپىت لە ھىج فەرمانگەپەكى حكومى بە شېۋەى فەرمى.