CLASS TITLE: ALLIED HEALTH & NURSING LABORATORY COORDINATOR

BASIC FUNCTION:

Under the direction of the Director-Allied Health & Nursing Laboratory, coordinate and oversee the operations and instructional support activities of the Allied Health and Nursing Laboratory to enhance student nursing skills; collaborate with administrators, faculty and others in the planning, development and implementation of computerized simulation, teaching, practice and skills evaluation sessions; oversee and schedule support staff; evaluate student nursing skills to determine safety and competence for patient care in the clinical area.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Coordinate and oversee the operations, communications and instructional support activities of the Allied Health and Nursing Laboratory to enhance student nursing skills; assist in establishing, maintaining and implementing laboratory goals and objectives; assist in assuring laboratory activities comply with established curriculum and health care standards and requirements.

Collaborate with administrators, faculty and others in the planning, development and implementation of computerized simulation, teaching, practice and skills evaluation sessions.

Train and provide work direction and guidance to assigned staff; coordinate staff schedules; assign duties and review work to assure accuracy and completeness; conduct employee orientations as required; process time sheets; provide input concerning employee evaluations as requested; provide staff development activities to assure effective performance as needed.

Prepare, develop and update instructional and multimedia materials such as scenarios, guideline references and medication packets to enhance critical thinking and skills performance of students; conduct orientations for new students concerning nursing, Allied Health programs and related lab policies and procedures.

Coordinate and oversee individual and group practice sessions; schedule student evaluation appointments; evaluate student nursing skills to determine safety and competence for providing patient care in the clinical area.

Schedule faculty demonstrations in the lab.

Develop and implement individualized remediation plans for students referred from the clinical area by instructors; review remediation content with students and re-evaluate students for safety and competence prior to return to the clinical area.
Operate a variety of office equipment including a computer and assigned software; oversee and assure proper installation of software updates; input a variety of data and maintain various automated records and files.

Assist students with the use of the computer laboratory as needed; assure proper functioning of multimedia equipment by scheduling servicing and repairs as needed; provide recommendations regarding the replacement of multimedia equipment as appropriate.

Monitor and maintain adequate inventory levels of laboratory supplies and equipment; research, order and assure proper storage of supplies and equipment; maintain supplies and equipment in safe and proper working condition.

Demonstrate nursing skills and the use of related medical equipment; arrange for equipment maintenance and repairs as needed.

Communicate with College personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Prepare and distribute a variety of correspondence related to laboratory activities; update policy and procedure manuals.

Assure laboratory is maintained in a neat, clean and orderly condition; confer with College staff to assure a clean, safe and optimally functioning environment for student learning as needed.

Attend and participate in various meetings and in-services as assigned.

**OTHER DUTIES:**
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Nursing principles and practices.
Objective evaluation techniques for safety and competence in student skills.
Curriculum standards, requirements, interpretation and application in nursing.
General instructional techniques and strategies related to nursing programs.
Anatomy, physiology, and medical terminology.
Principles of training and providing work direction.
Operation of laboratory computers, peripherals and software.
Operation of various computer programs including e-mail and assigned Microsoft programs.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.

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ABILITY TO:
Coordinate and oversee the operations and instructional support activities of the Allied Health and Nursing Laboratory to enhance student nursing skills.
Collaborate with administrators, faculty and others in the planning, development and implementation of computerized simulation, teaching, practice and skills evaluation sessions.
Train and provide work direction and guidance to assigned staff.
Prepare, develop and update instructional and multimedia materials.
Oversee student practice and evaluate performance of nursing skills.
Communicate effectively both orally and in writing.
Determine appropriate action within clearly defined guidelines.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate’s degree in nursing or closely related field and two years increasingly responsible nursing experience including work with medical-surgical and acute care functions.

LICENSES AND OTHER REQUIREMENTS:

Valid Registered Nurse License in the State of California.

WORKING CONDITIONS:

ENVIRONMENT:
Classroom environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a variety of equipment.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching to file and retrieve materials.