

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: ALLIED HEALTH & NURSING  
LABORATORY SPECIALIST**

**SALARY TABLE: 29**

**SALARY RANGE: 33**

**BASIC FUNCTION:**

Under the direction of the Director-Allied Health & Nursing Laboratory, perform a variety of specialized duties involved in providing laboratory instruction and support to enhance student skills and knowledge in nursing; provide student assistance, perform demonstrations and assemble materials and equipment to reinforce classroom instruction in the Allied Health and Nursing Laboratory.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of specialized duties involved in providing laboratory instruction and support to enhance student skills and knowledge in nursing; assure lab functions and related learning activities comply with established curriculum standards and requirements.

Provide student assistance to reinforce classroom instruction in the Nursing Laboratory; develop, implement, oversee and assist students with exercises, practices and assignments; explain and demonstrate various nursing principles, theories, practices, procedures and techniques.

Perform a variety of activities involved in the preparation, assembly, set-up and clean-up of materials, supplies and equipment for classroom instruction and laboratory demonstrations and evaluations; confer with instructors regarding multimedia programs and equipment.

Administer tests of student nursing and patient care skills and related principles, theories, practices, procedures and techniques; monitor and evaluate student performance of skills and determine if student skills are safe for the hospital setting; identify students requiring remediation and work with faculty on individualized plans.

Set up, operate, and demonstrate and schedule the use of the emergency care patient simulator; work with faculty to develop and implement emergency care scenarios and patient simulations according to learning and skill objectives and strategies and lecture content; facilitate simulation sessions for faculty.

Utilize and demonstrate the use of a variety of medical equipment and instruments such as wheelchairs, gurneys, hospital beds, syringes, mannequins and IV pumps; arrange for equipment maintenance and repairs as needed.

Develop, prepare and administer written tests as assigned; grade tests and assignments and assess

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student performance and progress as required; record grades and maintain student records and files; advise students concerning lab performance, test results and learning progress.

Collaborate with the instructor in the preparation of lab lesson plans; assist in the preparation and maintenance of instructional materials for use in lab activities; confer with the instructor concerning lesson plans, student progress and instructional materials.

Prepare and maintain a variety of records and reports related to students, tests, evaluations, lab use and assigned activities; update media catalogue with additions and deletions as needed; develop and maintain policy and procedure manuals as directed.

Provide individualized and small group instruction and tutoring; lead laboratory discussions; assure learning activities adapt with the needs of individual students.

Train and provide work direction and guidance to student workers, instructional aides and tutors as assigned; participate in related recruitment activities as required.

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

Monitor inventory levels of laboratory supplies and equipment; estimate and order appropriate amounts of supplies and equipment; receive, store and maintain inventory of supplies and equipment.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, secure, orderly and clean manner.

Attend and participate in various meetings and conferences as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Terminology, techniques, equipment, materials, principles, theories, practices and procedures related to nursing.

Diagnostic methods for illnesses, injuries and medical emergencies.

Anatomy, physiology, and medical terminology.

Student guidance principles and practices.

Basic practices, methods and procedures involved in the preparation of instructional materials.

Instructional methods and techniques.

General principles, practices, procedures and techniques used in laboratory instruction.

Set-up, operation and demonstration of nursing instruments and equipment/

General curriculum standards, requirements, interpretation and application in nursing.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of college students.

Oral and written communication skills.

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Policies and objectives of assigned programs and activities.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Public speaking techniques.  
Applicable computer technology.

**ABILITY TO:**

Perform a variety of specialized duties involved in providing laboratory instruction and support to enhance student skills and knowledge in nursing.  
Provide student assistance to reinforce classroom instruction in the Nursing Laboratory.  
Develop, implement, oversee and assist students with drills, exercises, practices and assignments.  
Explain and demonstrate various nursing principles, theories, practices, procedures and techniques.  
Prepare, assemble, set up and clean up nursing materials, supplies and equipment.  
Utilize and demonstrate the use of a variety of medical equipment and instruments.  
Administer, monitor and evaluate student performance of student nursing and patient care skills tests and determine if student skills are adequate for the hospital setting.  
Learn to set up, operate and demonstrate the use of the emergency care patient simulator.  
Advise students concerning lab performance, test results and learning progress.  
Assist in the preparation and maintenance of instructional materials for use in lab activities.  
Plan and organize work.  
Meet schedules and time lines.  
Work independently with little direction.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective relationships with students.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in nursing or closely related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Registered Nurse License in the State of California.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Instructional laboratory environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to read a variety of materials and monitor student activities.  
Hearing and speaking to exchange information.

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Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.