Position Description

Cerritos College

Position: Health Occupations Skills Lab Coordinator
Salary Grade: 48
BD: 07/18/12

Summary
Coordinates and supports day-to-day operations of health occupations skills laboratory. Provides in-service demonstrations and technical assistance to students and faculty in the use of the skills lab facility and equipment and feedback to instructors regarding student progress.

Distinguishing Career Features
The Health Occupations Skills Lab Coordinator is a specialized instructional support position requiring clinical skills in nursing and the ability to setup patient care simulations.

Essential Duties and Responsibilities

- Assists faculty in the use of skills lab facilities and equipment, resources, and applying concepts. Delivers in-service demonstrations to faculty on use of equipment, including new devices. Creates visual displays of hands-on manipulative processes.

- Provides support to lab activities. Reviews course syllabi and schedule, meets with faculty to discuss demonstrations and lab requirements. Identifies shortage of equipment and supplies, ordering materials as needed. Prepares practice packs for students.

- Provides assistance to students in the use of medical equipment and materials and development of clinical skills. Observes students performing specific healthcare skills, provides feedback, suggests additional learning resources to enhance skill mastery, and reinforces safe and best practices.

- Researches advances in equipment and materials and recommends inclusion to the labs. Initiates purchases and upon receipt checks operating condition.

- Maintains lab equipment. Checks working level of equipment, refers to operation manuals and vendor resources to determine maintenance needs and troubleshoot problems. Makes and/or reports needed repairs.

- Sets up and breaks down labs and demonstrations. Evaluates room layouts and number of students, organizes equipment and simulations to consider activity flow, viewing, participation, and foot traffic. Removes and relocates equipment for further use.

- Guides the work of student workers and other instructional support in the setup, cleaning, and removal of lab equipment. Assists faculty by orienting students to equipment.

- Maintains data and prepares reports for Skills Lab use and operations. Documents scheduling of rooms, budgeted expenditures, accidents, and student attendance.

- Enhances external resources by maintaining relationships with healthcare organizations. Hosts healthcare meetings, conducts tours of classroom labs and healthcare facilities, and arranges for vendor demonstrations. Talks to local schools, labs and other organizations.
• Maintains a safe and secure learning environment. Assures that labs are orderly and have sufficient containers for disposal of materials. Educates staff on the importance of proper body mechanics and footwear when lifting and moving equipment and patients.

• Enforces procedures for the security of physical inventory and medical supplies.

• Maintains currency in knowledge and skills related to the duties and responsibilities.

• Performs other related duties as assigned.

Qualifications

• Knowledge and Skills

Requires specialized professional knowledge of nursing principles, procedures, methods, and protocols. Requires working knowledge of anatomy, physiology, medial/surgical procedures, and pharmacology. Requires working knowledge of the laws, rules, and regulations governing nursing and ancillary healthcare positions in hospital, clinic, and lab environments. Requires working knowledge of a variety of healthcare equipment and materials. Requires knowledge of safe work practices and occupational safety and health (OSHA) requirements for healthcare workers. Requires knowledge of and skill at using computer-aided applications such as those used for documenting patient activity and recording statistics. Requires well-developed human relations skills to work productively and cooperatively with students, staff and to conduct in-service training. Requires sufficient math skills to perform statistical tests. Requires advance writing skills to prepare reports.

• Abilities

Requires the ability to perform and demonstrate a full range of professional nursing skills including, but not limited to examination, diagnosis, treatment, first aid, injections, and other invasive procedures. Requires the ability to set up demonstrations for ancillary healthcare occupations such as, but not limited to, radiology, lab, and physical therapy. Requires the ability to prepare professional narrative and statistical reports. Requires the ability to set up, organize, lead, and demonstrate health care services in a clinic environment.

• Physical Abilities

Requires ambulatory ability to walk and stand for extended periods of time. Requires the hand-eye coordination, manipulative skills, and precision to perform and demonstrate examinations, tests, and treatments to student patients. Requires the ability to perform occasional lifting and moving of light to moderately heavy (less than 50 pounds) objects. Requires and visual acuity to read and observe patient symptoms. Requires auditory ability to project voice to a small group and to carry on conversations in person and over the phone.

• Education and Experience

The position requires a Bachelor’s Degree in Nursing and one year of experience in an acute care setting. Alternatively, may require an Associates Degree in Nursing and four years of experience in an acute care setting.

• Licenses and Certificates

May require a valid driver’s license. Requires an active Registered Nurse License, a First
Aid Card, and BLS certificate.

**Working Conditions**

| Work is performed indoors where safety considerations exist from physical labor and exposure to sharp objects and blood borne pathogens. |