

Desert Community College District
Laboratory Specialist / Allied Health and Nursing

Basic Function

Under the direction of the Dean, School of Health Sciences, Early Childhood Education and Physical Education/Athletics, perform complex technical work in maintaining and supporting the daily operations of the nursing skills, simulation, and computer laboratories and classrooms, including human simulators, manikins, equipment, computers, and hardware and software; assist and direct students in the laboratory and classroom environment; and assist instructors in developing materials and using the nursing skills, simulation, and computer laboratories and equipment.

Representative Duties

Essential Functions

1. Support the daily operations of the nursing skills, simulation, and computer laboratories and classrooms; maintain a clean and safe learning environment; orient students and faculty to the laboratories and classrooms; order, record, and maintain inventory of supplies, materials and equipment.
2. Maintain human simulators, manikins, and laboratory and classroom equipment; perform operational checks on equipment; install new hardware and software on simulation and computer equipment; perform upgrades; diagnose, troubleshoot, and repair malfunctioning equipment; consult with district and vendor technical support for assistance; and send out equipment for repairs as needed.
3. Assist faculty in developing and using instructional materials in the skills lab including simulation equipment; prepare study sheets, visual instructional slides, sample exercises and exams, and laboratory experiments according to instructions; and provide technical support and advice.

4. Prepare the setup of specific skills labs for instructional purposes.
5. Assist students with computerized integrated testing.
6. Assist instructors with skills testing.
7. Assist Director with the selection of appropriate software and training materials for various labs: communicate with vendors as directed: set up media equipment for presentations: assist with the development and implementation of training materials and activities for end users.
8. Assist Director of Nursing and Allied Health to assure compliance with regulatory agencies.
9. Assist and monitor students in the use of a variety of equipment and instruments; assure student compliance with policies, procedures, and safety precautions; assist students in resolving technical experimentation problems; and administer and record student evaluations of the exercises.
10. Maintain records of student attendance in the Nursing Skills Lab.
11. Perform pre-simulation activities including programming patient scenarios, preparing scenario props and the control room for simulation, lab or classroom activity; manipulate simulators during exercise; perform post simulation activities including operating debriefing equipment; restore lab to pre-scenario conditions; provide technical evaluation of experiences; and make recommendations for improvement.
12. Develop and maintain procedures and policy manuals for the laboratories; assist in the development of standardized laboratory procedures; assist with the development of in-house software applications; maintain laboratory documentation; and advise faculty and staff of schedules, maintenance, equipment failures, and alternatives.
13. Gather data and assist in the preparation of reports and budgets; monitor expenditures and budgets; maintain technical reference library; and assist in maintenance of the division website.
14. Perform and maintain an annual inventory of nursing skills lab

equipment and supplies.

Other Functions

15. Maintain competencies in technology and best practices for the laboratories, classrooms, and related equipment. Participate in and attend training and conferences. Make recommendations for design of laboratories and purchase of new technology and equipment.

16. Attend nursing faculty and committee meetings as necessary.

17. Attend nursing course meetings as necessary.

18. Perform other related duties as assigned.

Knowledge and Abilities

Knowledge of

Current concepts, principles and practices of nursing clinical procedures associated with the treatment of all patients. Principles, practices, procedures, operation, and repair of laboratory, apparatus, and equipment in the nursing labs; audio visual equipment and tools; operation, maintenance and installation of computer hardware and software; basic medical terminology and abbreviations; anatomy and physiology; operational characteristics of electromechanical and pneumatic equipment and devices; office procedures, methods, and equipment including software applications such as word processing, spreadsheets, databases, email, calendar, and presentations; record-keeping techniques; correct English usage, grammar, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience, and courtesy.

Ability to

Perform complex technical task in a laboratory and classroom setting interacting with students, faculty and staff; analyze, troubleshoot and resolve technical problems with hardware and software; demonstrate the proper use of specialized equipment; operate, maintain, and repair

equipment; learn and maintain currency in the technical health care industry; learn, interpret, apply, explain and recommend procedures and policies; understand and follow oral and written directions; work independently with little direction; communicate effectively both orally and in writing to exchange information; establish and maintain effective working relationships with others; meet schedules and time lines; maintain records and prepare reports; research new methods, materials and equipment related to the laboratories; reach overhead, above the shoulders and horizontally; bend at the waist; sit or stand for extended periods of time; lift and or move up to twenty-five pounds.

Education and Experience

Completion of a program in Vocational Nursing or an Associate's Degree in RN and one (1) year clinical experience working as a licensed nurse in a healthcare facility. Experience working and maintaining computers in a health care related environment including electronic charting and/simulation manikins desirable.

Licenses and Other Requirements

Valid California Registered Nurse or Vocational Nurse License. Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

Working Conditions

Environment

Laboratory and classroom environment. Travel required for training.

Employment Status

- Bargaining Unit Position
- Range 14

Adopted 5/99

Revised 10/10, 11/2014