

Desert Community College District
Laboratory Specialist / Allied Health and Nursing

Basic Function

Under the direction of the Dean, School of Health Sciences and Education and the Director of Nursing & Allied Health, perform complex technical work in maintaining and supporting the daily operations of the nursing skills, simulation, computer laboratories, and classrooms, including manikins, equipment, computers, and hardware and software; assist students in the laboratory environment; and assist instructors in the preparation of materials and use of 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 manikins, audio/visual equipment, and laboratory 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 the preparation of instructional materials for the skills lab including simulation equipment; prepare, laboratory experiments according to instructions; and provide technical support.
4. Prepare the setup of specific skills labs for instructional purposes.

5. Assist students with access to computerized integrated testing.
6. 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.
7. Assist Director of Nursing and Allied Health and simulation faculty with compliance of regulatory agencies.
8. Assist and monitor students in the use of a variety of equipment and instruments; assure student compliance with policies, procedures, and safety precautions.
9. Maintain records of student attendance in the Nursing Labs.
10. Perform pre-simulation activities including programming patient scenarios, preparing scenario props and the control room for simulation, lab or classroom activities; manipulate simulators during exercise under guidance of simulation faculty; preparation for debriefing; restore lab to pre-scenario conditions; provide technical evaluation of experiences; and make recommendations for improvement.
11. Develop and maintain procedures and policy manuals for the laboratories; assist in the development of standardized laboratory procedures; maintain laboratory documentation; collaborate with faculty and staff in regards to schedules, maintenance, equipment failures, and alternatives.
12. Perform and maintain an annual inventory of nursing lab equipment and supplies.

Other Functions

13. 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.

14. Attend departmental meetings.

15. Perform other related duties as assigned.

Knowledge and Abilities

Knowledge of

Current concepts, principles, and practices of health care and nursing procedures. Principles, practices, procedures, operation, and repair of laboratory

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; office procedures, methods, and equipment including software applications such as word processing, spreadsheets, email, calendar, and presentations; recordkeeping techniques; correct English usage, grammar, punctuation and vocabulary; oral and written communication skills; organizational skills, interpersonal skills using tact, patience, and courtesy.

Ability to

Perform complex technical tasks in a laboratory 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. Organize laboratory equipment, schedules, and records. Meet schedules and

timelines; maintain records and prepare reports; research new laboratory methods and/or processes, 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 thirty-five pounds.

Education and Experience

Any combination equivalent to an Associate's Degree and two (2) years of health care experience.

Licenses and Other Requirements

The ability to obtain a Healthcare Simulation Operations Specialist (CHOS) certification within 2 years upon hire.

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, 5/2022