

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2016**

NURSING LABORATORY COORDINATOR

FLSA STATUS - EXEMPT – PAY GRADE: 18 – P

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Nursing Laboratory Coordinator coordinates and maintains all nursing skills labs and assists students and faculty at all FSCJ campuses in which nursing is taught as needed to improve student assessment skills and performance of clinical nursing skills,

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Oversee the functioning and scheduling of all Basic Nursing Skills Labs.

Collaborate with faculty to provide for consistent and relevant student learning experiences to meet course and clinical objectives in the nursing labs.

Design, develop, implement and evaluate scenarios, simulated learning activities and educational materials for all nursing courses in collaboration with nursing faculty, staff and other users of the skills lab.

Provide simulation coaching and practice for faculty at least once per term.

Maintain written syllabi for all skills lab learning activities.

Assist faculty with skills and simulation activities and in establishing and revising the critical elements for performing clinical skills.

Ensure supervision of students in the lab, maintaining safe practices and abiding by all established policies and procedures for the lab.

Assist with the evaluation of students during skills labs, lab activities and simulation activities as well as on other occasions by request i.e. exit prescription skills performance practice and review.

Maintain appropriate inventory of supplies, linen and equipment for each lab and foster use of same in a fiscally responsible manner.

Monitor and request maintenance and repair on skills lab equipment.

Work closely with nursing faculty to develop and implement lab activities for associate degree, Practical and BSN nursing students and to provide assistance and feedback to students during lab activities.

Represent the College and the School of Nursing in the community by participating in College programs to introduce high school students to the nursing laboratory.

Attend nursing faculty meetings, in-services, and other college events.

Support the development of the program's philosophy, objectives, conceptual framework, curriculum, policies, and assure fulfillment of standards of the Board of Nursing, accrediting bodies and other regulatory agencies.

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Maintain a policies and procedures manual for the labs.

Provide nursing faculty/staff with instructional tools and technical support to perform simulation sessions.

Serve on Faculty Simulation Committee.

Maintain skills video library and assist course level faculty in assuring currency of collection.

Maintain supervised scheduled lab hours as necessary to serve day, evening and weekend student schedules on all campuses where nursing skills are taught.

Participate in preparing and maintaining simulated patient medical records, both paper and electronic.

Provide input for budget preparation regarding equipment, supplies and materials for simulation and basic nursing lab.

Demonstrate exceptional customer service skills in interactions with students, faculty, administration and visitors.

Comply with OSHA regulations and perform inspections relating to storage and disposal of sensitive materials and equipment.

Distribute “Skills Kits” to Term I ASN and PN students after payment to business office.

Other duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned student laboratory assistants and nursing students.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Nursing from a nursing program holding specialized nursing accreditation as defined by Florida law, and a minimum of three (3) years of related experience. Current Florida Licensure as a Registered Nurse.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computers, high technology human patient simulators, office equipment, telephone, etc. Must be able to lift up to 50 pounds multiple times and run heavy/awkward equipment. Tasks may require extended periods of time standing at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment. Must be able to perform technological functions with direction from IT personnel to program human patient simulators, update software, recover data in the event of technological

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mishap, perform minor maintenance, etc.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions. Must possess strong communication/clinical skills and be familiar with computerized activities/testing. Requires the ability to communicate with a broad array of individuals from various professional backgrounds, especially in communication with informational technology personnel.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment, nursing laboratory equipment, and human patient simulators.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination. Must have basic typing skills on a computer keyboard.

Color Discrimination: Must be able to differentiate between colors and shades of color in creating moorage, and monitoring simulation computer screens.

Interpersonal Temperament: Requires the ability to deal with people using exceptional customer service skills. Must be adaptable to performing under moderate levels of stress.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 04/1998;

Revised: 01/11, 06/15, 11/16