

COORDINATOR OF HEALTH SCIENCE CENTER SKILLS LABORATORY

GENERAL STATEMENT:

Serves to operate and maintain the skills laboratory in accordance with the philosophy of TVCC and the health occupations division.

REPORTS TO:

Provost of Health Occupations

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate Degree Nursing, Bachelor of Science in Nursing, or Diploma in Nursing.

LICENSE OR CERTIFICATION:

Registered Nurse (RN) licensure in Texas; Certified CPR Instructor Trainer.

EXPERIENCE:

At least three (3) years of recent clinical experience in nursing; Experience with skills competence evaluation in clinical setting or skills lab preferred.

OTHER:

Good interpersonal skills and ability to work in a team and with students of varying levels.

DUTIES AND RESPONSIBILITIES:

- Collaborate with instructors as related to clinical skills, procedures, and laboratory assignments.
- Prepare skills laboratory schedule for students.
- Prepare for simulated learning experiences in skills laboratory when necessary to correlate with units of classroom instruction.
- Serve as resource person to students.
- Dispense material and equipment to students and faculty.
- Assist students in laboratory during practice sessions to achieve competencies as requested by instructors.
- Prepare and maintain laboratory material for instructors to use in the classroom.
- Maintain all equipment and materials in laboratory for use by students and faculty.
- Coordinate skills lab check-offs and assist instructors as needed.
- Maintain attendance and scholastic records as required by the College.
- Assist in writing study guides and modules as supplements to the curriculum.
- Maintain positive learning atmosphere in the laboratory.
- Submit requests for new equipment and supplies each year and assist with budgeting and purchasing.
- Coordinate CPR courses offered in the skills lab and courses for CPR instructors.
- Maintain a list of equipment and/or supplies checked out of laboratory.
- Keep abreast of current trends in clinical nursing through active employment or through continuing education.

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- Adhere to the health occupations division health and safety policy.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
- Participate in Master Plan of Evaluation process with other ADN faculty.
- Arrive on time for skills labs or notifies the provost as early as possible of an inability to meet a class.
- Assist with counseling and registration of students.
- Attend all faculty meetings, commencements, and other special meetings called by the team leader, campus provosts, assistant vice presidents, vice president of instruction, or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Participate on College committees, health occupations committees, sponsorship of College clubs and organizations, and other College activities.
- Observe regulations as outlined in College faculty handbook.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- May be required to don personal protective equipment such as mask, gloves, goggles, and gown to prevent exposure to blood and body fluids in the clinical setting.
- May require irregular evening and weekend hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 09/20/95

Revised: 02/28/08

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