

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: ALLIED HEALTH & NURSING
LABORATORY COORDINATOR**

SALARY TABLE: 29

SALARY RANGE: 40

BASIC FUNCTION:

Under the direction of the assigned supervisor, coordinate and oversee the operations of the Allied Health and Nursing Laboratory; support faculty with computerized simulation; augment student learning activities including but not limited to the setup and dismantle of materials and equipment; oversee and schedule support staff; provide student assistance and promote safety to all that use the Allied Health and Nursing Laboratory.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate and oversee the operations, communications, and student support activities of the Allied Health and Nursing Laboratory; assist in establishing, maintaining and implementing laboratory goals and objectives; assist in assuring laboratory activities comply with faculty established curriculum and health care standards and requirements.

Collaborate with and support administrators, faculty and others with computerized simulation.

Train and provide work direction and guidance to assigned staff; coordinate staff schedules; assign duties and review work to assure accuracy and completeness; conduct employee orientations as required; process time sheets; provide input concerning employee evaluations as requested; provide staff development activities to assure effective performance as needed.

Conduct orientations to faculty and students on lab policies and procedures.

Manages Learning Lab scheduling calendar; coordinates scheduling with faculty and chairs for skill demonstrations, skill practice and skill evaluations.

Operate a variety of office equipment including a computer and assigned software; oversee and assure proper installation of software updates; input a variety of data and maintain various automated records and files. Assist students with the use of the computer laboratory as needed; assure proper functioning of multimedia equipment by scheduling servicing and repairs as needed; provide recommendations regarding the replacement of multimedia equipment as appropriate.

Monitor and maintain adequate inventory levels of laboratory supplies and equipment; research, order and assure proper storage of supplies and equipment; maintain supplies and equipment in safe and proper working condition.

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Reinforces nursing skills and use of related medical equipment previously demonstrated by faculty; arrange for equipment maintenance and repairs as needed.

Communicate with College personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Prepare and distribute a variety of correspondence related to laboratory activities; update policy and procedure manuals.

Assure laboratory is maintained in a neat, clean and orderly condition; confer with College staff to assure a clean, safe and optimally functioning environment for student learning as needed.

Attend and participate in various meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Nursing principles and practices.

Curriculum standards, requirements, interpretation and application in nursing.

Anatomy, physiology, and medical terminology.

Principles of training and providing work direction.

Operation of laboratory computers, peripherals and software.

Operation of various computer programs including e-mail and assigned Microsoft programs.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Coordinate and oversee the operations and instructional support activities of the Allied Health and Nursing Laboratory to enhance student nursing skills.

Collaborate with administrators, faculty and others in the planning, development and implementation of computerized simulation.

Train and provide work direction and guidance to assigned staff.

Communicate effectively both orally and in writing.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in nursing or closely related field and two years increasingly responsible nursing experience including work with medical-surgical, acute care

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functions, or long-term medical facility.

LICENSES AND OTHER REQUIREMENTS:

Valid Registered Nurse or Vocational Nurse License in the State of California.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Ability to operate a variety of equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Mobility to perform essential functions of position.