Job Description

Job Title: Nursing Skills Lab Coordinator
Location: Henderson, NV
Unit: College of Nursing
Reports To: Dean, College of Nursing
FLSA Status: Exempt
Prepared by: Dean, College of Nursing
Reviewed by: Human Resources
Approved by: Chancellor
Date: September 18, 2013

Summary
The Nursing Skills Lab Coordinator is a faculty member who holds the rank of Assistant Professor. Coordinates the activities of the simulation and skills laboratory including: maintaining an inventory of supplies, equipment, and learning resources; assuring compliance with OSHA standards of safety rules and regulations; working with students in skills practice, demonstration, simulation and remediation.

Responsibilities
Assistant Professor Responsibilities
- Develops and delivers instructional materials to meet block objectives and outcomes.
- Plans, implements and evaluates the College of Nursing curriculum.
- Functions as a group advisor to provide advisement and guidance for intellectual, personal and professional development of assigned students.
- Maintains at least three office hours per week.
- Serves on university, college and or ad hoc committees.
- Participates in nursing and university services and activities.
- Maintains expertise in his/her specialty area, clinical practice and in teaching methodologies.
- Maintains a positive and effective learning environment that promotes the professional development of students.
- Assists in preparation for nursing approval and accreditations visits.
- Develops and evaluates standards / criteria for the admission, progression and graduation of students.
- Maintains collegial relationships with students and colleagues.

Lab Coordinator Responsibilities
- Create a learning environment that enhances the student’s ability to use conceptual thinking and problem solving skills.
- Utilize research and literature findings to integrate best practices into the lab instruction.
- Prepare skills lab demonstrations and simulated learning activities in coordination with the Block Coordinator.
- Provide resources in the skills and simulation lab for mastery of psychomotor and clinical reasoning skills.
- Coordinate and supervise students to ensure that lab experiences meet course outcomes.
- Work closely with faculty to plan teaching strategies that will increase the student’s ability to meet clinical skill requirements.
- Assist in developing formal lab skill assessments to meet the Block outcomes.
- Provide feedback and evaluate student video skills assessments in coordination with Block faculty.
- Assist in developing and implementing clinically based scenarios for simulation.
- Implement and run simulation exercises using low, mid and high-fidelity human patient simulators.
- Assist faculty in planning and implementing simulation activities.
- Work with Audio Visual and Information Technology departments in planning and implementing simulation scenarios.
- Serve as a resource mentor for remediation of high risk students identified by faculty.
- Maintain a clean, fully equipped nursing skills and simulation lab.
- Manage the room set-up and clean-up for demonstration of clinical procedures and practice.
- Maintain lab and simulation equipment, to include upkeep and maintenance schedules.
- Collaborate on ordering and maintaining inventory of all lab supplies and equipment.
• Recommend purchases of lab equipment and supplies.
• Work collaboratively with all faculty in scheduling the skills and simulation lab.
• Orient new faculty to lab equipment, policies and procedures.
• Maintain records of student attendance and skill performance in the laboratory.
• Provide BCLS instruction to students and faculty, as scheduled.
• Assist with College of Nursing approved special events.
• Maintain flexible hours (evenings and Saturdays) as needed.
• Assist with proctoring exams, as needed.
• Other responsibilities as assigned by the Dean, College of Nursing

Skills
• BCLS certified instructor.
• Proficient in computer usage.
• Experience with simulation in a simulation laboratory.
• Physical and psychological abilities to operate laboratory and simulation equipment
• Ability to meet challenges of adult learners with diverse backgrounds.
• Self-directed and innovative.
• Excellent oral and written communication skills.

Education/Training
• BSN and MSN degree from an NLN or CCNE-accredited institution.
• Current, active RN license in the State of Nevada (Henderson) or Utah (South Jordan).
• BCLS certified (ability to become instructor certified).
• DNP or PhD in Nursing or related health-care field from an NLN or CCNE-accredited institution

Experience
• Minimum of two years’ experience in clinical nursing practice in an acute care setting.
• Recent classroom and clinical teaching experience in a postsecondary nursing program (past five years).
• Classroom and clinical teaching experience in a postsecondary nursing program within last five years.
• Experience with simulation in a simulation laboratory.

Work Conditions
• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between local campus buildings, off campus, and to other Roseman University facilities out-of-state.
• Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities occurs occasionally and is required.
• Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.
• Standard office hours are 8:00 a.m. to 5:00 p.m.

Required Physical Abilities
• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
• Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
• Sufficient near vision acuity to read information appearing on computer display screen, hand-written forms, and printed on paper.
• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
• Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.

I have read the above position description and have received a copy.

__________________________________________________________________________    _________________  
Employee Signature        Date