Job Description

Job Title: Nursing Skills Lab Coordinator  
Prepared by: Dean, College of Nursing
Location: South Jordan, Utah
Reviewed by: Director, Human Resources
Unit: College of Nursing
Approved by: Dean, College of Nursing
Reports To: Dir. of Simulation and Skills Laboratory
Date: 2/8/2016

Summary
Coordinate the activities of the skills laboratory including: maintaining an inventory of supplies, equipment, and learning resources; ensuring compliance with OSHA standards of safety rules and regulations; working with students in skills practice, demonstration, simulation and remediation.

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 Block 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 BLS 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.
- Assist in the clinical Blocks as needed and as the lab schedule allows.
**Education/Training/Experience**

**Required**
- BSN and a Master’s degree in nursing from an ACEN or CCNE-accredited institution
- BLS certified or ability to become instructor certified.
- Minimum of two years experience in clinical nursing practice in an acute care setting.
- Proficient in computer usage.
- Ability to meet challenges of adult learners with diverse backgrounds.
- Self-directed and innovative.
- Excellent oral and written communication skills.

**Preferred**
- Recent classroom and clinical teaching experience in a postsecondary nursing program (past five years).
- BLS certified instructor.
- 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 South Jordan campus buildings, off campus.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs 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.
- Any additional area-specific requirements.

**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, in 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