

JOB DESCRIPTION

JOB TITLE: Nursing Programs Laboratory Assistant

REPORTS TO: Associate Dean, Nursing Programs

BASIC FUNCTION: Responsible for student support in campus laboratory activities in nursing programs.

CLASSIFICATION: Managerial and Technical Personnel

DUTIES AND RESPONSIBILITIES:

1. Assists students in all scheduled nursing programs campus laboratory activities.
2. Prepares equipment, supplies and physical set-up and break-down for laboratory activities with students.
3. Participates in review and update for laboratory activities.
4. Keeps the Associate Dean, Nursing Programs advised regarding laboratory equipment and supplies needed for students.
5. Assists instructors in nursing programs by scheduling laboratory activities.
6. Conducts inventory of laboratory equipment and supplies and is responsible for the quality control of inventoried items.
7. Assists the Associate Dean, Nursing Program in identifying equipment needs, new and/or replacement.
8. Submits the order of laboratory supplies to the Associate Dean, Nursing Programs for approval.
9. Assists Lab/Clinical Simulation Instructor with the set-up and break-down of equipment needed for laboratory and clinical simulation activities.
10. Attends division and campus meetings as scheduled.
11. Schedules, posts, and maintains laboratory and office hours in accordance with District Board of Trustees Rules, and as approved by the Associate Dean, Nursing Programs.
12. Promotes a learning environment that is non-discriminatory and that provides equity for all students.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Appropriate credentials as required by Rules of the District Board of Trustees and contained in the Pasco-Hernando State College Faculty Credentials and Qualifications Manual.