

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Nursing Education

Unit: Office Technical

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Job Code: J1165
Original Date: 02/1999
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, perform technical and clerical work in an instructional lab setting in the subject of nursing education.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee a complex instructional laboratory for an academic or vocational area and must possess extensive technical or academic training and experience in the field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants and/or student assistants.

EXAMPLE OF DUTIES

1. Assist students in the effective use of supplies, materials, and equipment.
2. Supervise students in the open laboratory and assist students with skills acquisition related to identified clinical deficiencies. Oversee student use of equipment during laboratory sessions and assist students by answering routine questions regarding use of equipment and safe performance of nursing procedures.
3. Support the instruction of drawing blood, body fluids, hazardous waste, and sterility issues. Assist instructors and students in the effective use of laboratory supplies, audiovisual materials, computer hardware and software, nursing equipment, and relevant instructional procedures
4. Assist instructors in the nursing laboratory and in the clinical laboratory when needed.
5. Prepare equipment for instructor demonstration, student practice, and evaluation.
6. Order, receive, catalog, and store supplies, materials, and equipment; maintain inventories, ensuring that adequate quantities are available.
7. Operate and maintain a variety of instructional equipment, such as sphygmomanometer, stethoscope, assessment mannequins, and computers.
8. Assist in the preparation of the laboratory budget and monitor budget expenditures.
9. Maintain detailed, confidential student records in accordance with the requirements of the State Board of Nursing; assist in the preparation and maintenance of program reports.
10. Maintain instructional laboratories in a safe, clean, and orderly condition.
11. Perform routine clerical duties, such as answering telephones, taking messages, providing information regarding the nursing program, greeting the public, and maintaining attendance records.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

- Basic knowledge of nursing.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- Instructional methods and techniques.
- Minor emergency first aid.
- Operation, maintenance, uses, and characteristics of computers-and equipment related to nursing education.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Safety regulations involving the use of hazardous materials.
- Technical aspects of all areas of nursing.

Skills and Abilities:

- Assist instructor in helping students understand and apply basic principles of nursing.
- Assist students in understanding and applying basic principles of nursing.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Perform drug dosage mathematical calculations.
- Perform minor maintenance and repair of all equipment in lab areas.
- Plan and organize work.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with very little direction.

Training and Experience:

Any combination of training and experience equivalent to: valid and current California Registered Nurse license and an Associate of Science degree with a major in Nursing and one year's experience within the last five years as a registered nurse providing direct patient care.

License:

California Registered Nurse license

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves a laboratory setting; daily exposure to fumes from chemicals, vapors, carcinogens, and odors.