



<b>Position Title:</b>	Nursing Skills Laboratory Manager		
<b>Reports To:</b>	School Director, Nursing		
<b>Department:</b>	School of Nursing	<b>Job Code:</b>	3803
<b>Prepared By/Date:</b>	Jennifer C. Brito/11-17-2010	<b>Job Group:</b>	PENC
<b>Approved By/Date:</b>	Amy Pettigrew/07-20-2011	<b>Salary Grade:</b>	12
<b>Revised:</b>	Elaine Spence/07-19-2011	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Homestead Campus Nursing Skills Laboratory Manager plays a key role in the School of Nursing by being responsible for the operations of the Nursing Skills Lab on the Homestead Campus and supplying the needs of faculty members at the Baptist on-site program, collaborating with Medical Center campus to ensure appropriate lab utilization across disciplines, and developing innovative educational courses using human patient simulators and audiovisual equipment.

### **Essential Duties and Responsibilities:**

- Coordinates schedule of activities among programs that share space in the Homestead Nursing Skills Laboratory
- Recommends to Dean, faculty members, and/or Department Chair operational changes to enhance the effectiveness of the Nursing Skills Lab in serving students and faculty members
- Participates with faculty to ensure supervision of use of the laboratory
- Maintains inventory of equipment and supplies, oversees maintenance and repair of equipment and obtains request for new supplies and equipment
- Assures routine cleaning of physical space and equipment
- Orders and maintains linen and supplies needed for student use
- Interfaces with sales representatives, suppliers of equipment and supplies, and biomedical technicians
- Maintains budget for supplies with supervision and assures receipt of ordered supplies and equipment
- Schedules tours of laboratory upon request
- Supervises student assistants, tutors, custodial personnel or others assigned to assist in the laboratory
- Provides appropriate OSHA postings, brochures, and equipment and supplies
- Assures disposal of industrial waste according to College and OSHA standards
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Able to use instructional technology
- Excellent communication skills (written and oral)
- Effective management skills
- Skill in word processing, spread sheet, and data bases using Microsoft Office software
- Maintain effective interpersonal relationships with students, faculty, and administration
- Supervise students in performing basic nursing skills
- Organizational skills to maintain laboratory
- Openness to learning the use of new instructional technologies such as high-fidelity human patient simulators
- Work a flexible schedule that may include evening and weekend assignments
- Work in a multi-ethnic and multi-cultural environment with faculty, students, and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree and Registered Nurse
- Three (3) years of relevant work experience in healthcare setting or education

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name