

COMPTON COMMUNITY COLLEGE DISTRICT



NURSING SKILLS LABORATORY COORDINATOR

POSITION DESCRIPTION

Under the direct supervision of the Associate Dean of Nursing and working closely with the Assistant Director of Nursing, the Nursing Skills Laboratory Coordinator will provide assistance to Compton College Nursing students with laboratory practice to improve their knowledge of nursing skills by introducing students to the nursing process, clinical assessment procedures, and the care of patients across the nursing spectrum. The Nursing Skills Laboratory Coordinator provides students with documentation of clinical health requirements, class assignments, and portfolio tracking. The Nursing Skills Laboratory Coordinator oversees the use and inventory of all basic nursing skills laboratory equipment and supplies.

DUTIES AND RESPONSIBILITIES

- Provides orientation and technical support for Nursing and skills laboratory faculty.
- Collaborates with Nursing faculty to provide consistent and relevant student learning experiences to meet course and clinical objectives in the Nursing skills laboratory.
- Develop inventory control procedures to monitor equipment and supply levels, research and recommend purchase of nursing skills laboratory equipment, and ensures availability of supplies when needed.
- Ensures laboratory equipment and environment are in a safe, clean, and orderly condition.
- Adjusts, maintains, and performs minor repairs to laboratory equipment; reports major repair needs or arranges for repairs according to established procedures.
- Prepares and maintains various records and reports related to laboratory operations and activities as required.
- Keeps current with changes in pertinent laboratory materials and equipment in the Nursing field and makes appropriate recommendations.
- Performs other duties as assigned by the Associate Dean of Nursing.

REQUIRED QUALIFICATION

Full-time or part-time Compton Community College District Nursing instructor.

Salary Range: Current salary and the Nursing Skills Laboratory Coordinator will be compensated reassigned time subject to the approval of the President/CEO.

Conditions of Employment: Temporary assignment, full-time or part-time Compton Community College District Nursing instructor.