VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN II - NURSING

BASIC FUNCTION:

Under general supervision, provide instructional support to students in the Health Sciences Program and monitor and maintain the skills lab.

REPRESENTATIVE DUTIES:

Assist students individually or in small groups by reinforcing or following-up on instructions provided by the instructor, including explaining concepts, principles, and terminologies to students; provide technical assistance with clinical case scenarios and simulations in the lab.  

Prepare and maintain the skills lab for student training, ensuring that equipment is clean, organized, and in operating order; set up instructional media equipment, including smart carts and audiovisual equipment, for use in the lab; coordinate the overall maintenance, cleaning, and repair of the lab; maintain inventory of all lab supplies and equipment and reorder supplies as needed; maintain safety standards in the lab.

Develop and implement remedial instruction for students in collaboration with faculty.

Track, document, and report student progress in remediation plans.

Advise students in the proper operation of instructional equipment, including low to high fidelity manikins and medical equipment.

Assist the course instructor with proctoring tests.

Prepare and duplicate instructional materials and perform a variety of general clerical duties such as typing, sorting, and filing documents.

Meet regularly with faculty to plan student learning activities in the lab.

Accompany students to community agencies for clinical remediation, including monthly senior screening, flu clinics, etc.

Perform other duties as assigned.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Clinical nursing concepts and procedures
INSTRUCTIONAL LAB TECHNICIAN II - NURSING (continued)

The Nurse Practice Act
Medical and instructional supplies, equipment, and terminology
Office procedures, methods, and equipment including computers
Instructional media equipment, including smart carts and audiovisual equipment
Basic mathematical principles
Instructional methods and techniques
Office productivity computer applications including word processing, spreadsheets, email, database, and presentation software
Principles and procedures of records management, including those pertaining to filing
Fundamentals of English grammar, spelling, and composition

ABILITY TO:

Assist students in the application of clinical nursing principles
Assist students in the proper operation and use of assigned instructional equipment
Apply nursing process and critical thinking skills to clinical situations
Communicate clearly and concisely, both orally and in writing
Understand and follow oral and written directions
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Establish and maintain files and records
Operate office equipment, including copiers, printers, and computers
Operate instructional media equipment, including smart carts and audiovisual equipment
Operate instructional equipment, including low to high fidelity manikins and medical equipment
Plan and organize work to meet changing priorities and deadlines
Make mathematical calculations quickly and accurately
Learn and apply new information and skills pertaining to specific rules, policies, and procedures of the Health Sciences Program
Establish and maintain cooperative and effective working relationships with those encountered in the course of work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An associate degree in nursing and one year of experience as a registered nurse providing direct patient care in a clinical setting within the past three years.

Experience teaching in a clinical setting, community, or educational system and experience working with students in an organized setting is preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid Registered Nursing License issued by the California Board of Registered Nursing

WORKING CONDITIONS:

ENVIRONMENT:

Instructional skills lab environment, and health care agency
PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office equipment
Reaching to retrieve and file records
Hearing and speaking to communicate with students and staff
Seeing to read and review assignments and to observe student behavior
Sitting and standing for extended periods of time
Bending, stretching, and kneeling to provide student instruction
Lifting equipment weighing up to 50 pounds