



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/7/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Clinical and Laboratory Coordinator – Nursing
Status: Full-Time, 35 Hours/Week (may involve evening and/or weekend work as required)
Grade: 12
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Dean, School of Nursing

PRIMARY PURPOSE:

Oversee the Onanian School of Nursing Resource Laboratory and Simulation Center on the Rhode Island College campus and assist with laboratory-related learning activities, as needed, at the Nursing Education Center. Coordinate and facilitate clinical placements in hospitals, skilled and long-term care facilities, and other settings as needed. Maintain and organize the resources for the laboratory and simulation center. Manage laboratory space, equipment, supplies, and schedules. Prepare classrooms for Fundamental clinical, Health Assessment lab, and simulation learning activities. Develop laboratory schedule and prepare and supervise open lab hours and student learning activities.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Clinical Coordination:

- Maintain open and current communication with the Undergraduate Department Chair
- Monitor CCP placements for approvals and/or denials. Troubleshoot placement issues.
- Reschedule placements when necessary.
- Review all required student documentation for agency compliance and submit as required.
- Coordinate and facilitate faculty request for clinical placements.
- Oversee data entry into CCP registry, monitor placements for approvals/denials.
- Communicate with faculty to confirm placements each semester and/or troubleshoot placement issues.
- Attend CCP meetings and all other meetings related to clinical experiences hosted by clinical partners.
- Collaborate with Clinical Course Coordinators and the Assistant Administrative Officer (and faculty as needed) regarding *Standard of Agreement* and COI.

Laboratory Coordination:

- Orient faculty and students to the nursing simulation and skills laboratory.
- Recruit train and supervise student lab assistants. Collaborate with faculty to determine needs for space, equipment, and supplies.
- Plan with bookstore or vendor regarding students.
- Prepare setups for planned learning activities.
- Aid students during individual practice session and provide skills remediation.

- Maintain functionality and security of laboratory and equipment activities.
- Participate in planning regarding laboratory resources.
- Prepare and post lab schedules every semester.
- Coordinate the use of lab space for the School of Nursing and other groups.
- Participate in the development of policies and procedures for use of lab space and equipment.
- Conduct laboratory inventories each semester and order supplies.
- Oversee the general cleanliness, safety, and organization of the laboratory and promote safe lab practices.
- Assist with lab/simulation learning activities at the Nursing Education center as needed.

Simulation:

- Manage Computer Aided Engineering technology (CAE).
- Prepare rosters for simulation evaluation.
- Oversee the recordings of simulation exercises.
- Assist with securing and onboarding of Standardized Patients (SP) in consultation with the Chair.

Occasional Job Functions:

- Other duties related to laboratory coordination as assigned by the Dean of the School of Nursing.
- Activities may include some night or weekend events.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor of Science degree in Nursing.

Experience:

Minimum of two years of experience in healthcare information and patient care technologies.

OR

Master's degree in Nursing with related experience in healthcare information and patient care technologies.

License(s):

Current Rhode Island RN License.

Skills, Knowledge, and Abilities:

- Current nursing knowledge and skills, including current nursing practice and competence in healthcare technologies.
- Knowledge of general laboratory procedures, techniques, and safety regulations.
- Effective communication, record-keeping and interpersonal skills.

PREFERRED:

- Prior administrative experience.

- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions other than those of working in healthcare settings.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.