



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Laboratory Coordinator – Nursing
Status: Full-Time, 35 Hours/Week (may involve evening and/or weekend work as required)
Grade: 10
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Dean, School of Nursing

PRIMARY PURPOSE:

Coordinate and organize the resources and activities of the Simulation Center Nursing Resource Laboratory (SCNRL). Manage space, equipment, supplies, budget, and schedules for the SCNRL. Assist with design of learning activities that support the curriculum and outcomes for the nursing programs. Participate in course scheduling and develop laboratory schedule.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Orient faculty and students to the nursing simulation and skills laboratory.
- Recruit train and supervise undergraduate and graduate student lab assistants.
- Collaborate with faculty to determine needs for space, equipment, and supplies.
- Prepare setups for planned learning activities.
- Assist students during individual practice session.
- Maintain functionality and security of laboratory and equipment activities.
- Administer evaluation surveys regarding satisfaction with the laboratory.
- Participate in planning regarding laboratory resources.
- Prepare and post lab schedules.
- 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.
- Initiate related work orders as appropriate.
- Monitor the laboratory budget.

Occasional Job Functions:

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

REQUIRED QUALIFICATION STANDARDS:

Education and Experience:

- Bachelor of Science degree in Nursing.
- 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.