



## **Job Classification Description**

### **NURSING SKILLS LABORATORY COORDINATOR VSC UP PAT BARGAINING UNIT**

**GRADE 14  
EXEMPT**

#### **BASIC FUNCTION**

To coordinate the routine activities of the nursing skills lab, teach and evaluate students in the lab setting, maintain the lab environment, and support the development and maintenance of simulation lab curriculum.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Assist faculty with scheduled lab teaching.
- Prepare all supplies and equipment for skills lab sessions as directed by faculty.
- Supervise all student lab activities that occur outside of scheduled lab times. This includes the scheduling, teaching and evaluation of students as they demonstrate lab skills and participate in simulation drills, supervised practice, and skills remediation.
- Establish and maintain an “Open Lab” schedule each semester.
- Schedule and coordinate part-time skills lab instructors.
- Recruitment, training, and scheduling of teaching assistants in the lab.
- Maintain the laboratory environment. Acquire durable and disposable lab equipment and supplies within established budget.
- Keep an inventory of all equipment and supplies allocated for the lab and report equipment problems.
- Lead the development of simulation-based lab curriculum. Simulation-based responsibilities include: participation in trainings to become proficient in the use of simulation technology, provision of leadership in simulation-based faculty development. The Lab Coordinator will work closely with the faculty on the establishment and maintenance of a simulation-based lab curriculum.
- Serve as the resource person for faculty and students in any matters relating to the nursing lab.

#### **SUPERVISION RECEIVED**

Direction is received from the Director of Nursing.

#### **SUPERVISION EXERCISED**

None.

#### **MINIMUM QUALIFICATIONS**

Masters degree in Nursing and at least two years of teaching experience in nursing education and expressed interest or experience in skill and critical thinking development with the skills lab setting, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Unencumbered license as a Registered Nurse in the State of Vermont.
- Proficient in computer-based skills and motivated to embrace new technologies.
- Strong planning and organizational skills and problem solving ability.
- Ability to deal effectively with a wide range of College students, personnel, individuals from inside and outside the institution.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**