



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Coordinator, Nursing Laboratory

**LOCATION:** Nursing Department

**REPORTS TO:** Department Chairperson

**GRADE:** CCRIPSA 10

**WORK SCHEDULE:** 35 hours per week, to be arranged by Department Chairperson and subject to change.

**SUPERVISES:** May supervise Paraprofessionals and student help

**BASIC FUNCTION:** To oversee and coordinate the operation of the Nursing laboratories at all campuses, including but not limited to, purchasing, budgets, inventory control and scheduling of laboratories.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversee laboratory operations, day and evening, at all campuses including, but not limited to: overseeing the scheduling of laboratory sessions with faculty, scheduling and equipment maintenance and repair and laboratory coverage if necessary for paraprofessionals and student help.
- Assist the Department Chairs with the budgets for nursing and EMT labs at all campuses for the purchasing of equipment, supplies and materials.
- Oversee the ordering of equipment to ensure uniform supplies within the laboratories. Set laboratories standards and periodically inspect laboratories for consistency. Ensure all supplies are available in all the laboratories.
- Assist CPR Coordinator for the Community Training Center. Enter and prepare CPR cards. Set up and prepare for classes. Prepare paperwork, tests, and evaluation. Maintains CPR records and instructor training records. Generates reports and statistical data as needed.
- Decontaminate CPR equipment to meet OSHA standards of compliance for cleaning.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Operate all instructional technology equipment housed in the laboratory including, but not limited to, audio/video cassette recorders, video cassettes and impulsing tapes.
- Conduct audiovisual laboratory orientation sessions for new Nursing students and faculty; assist students and faculty with the use of equipment and proper procedures.
- Provide instruction in the use of multimedia software and web page development. Training of lab specialist in posting records and lab procedures.
- Accession and catalog all incoming audiovisual hardware and software; maintain and update catalogs and inventories of all equipment and material including medical supplies.
- Perform basic preventive maintenance, decontamination and repairs on equipment; arrange for major repair work when required.
- Maintain the cleanliness and order of laboratory rooms and supplies; ensure the proper storage and disposal of hazardous waste materials.
- Maintain related databases and records, including health records of students, certifications, licenses, etc. and prepare reports.
- Assist in preparing departmental publications such as the Nursing Faculty Policy Manual and forms such as clinical evaluation forms, Nursing Care Plans, etc.
- Provide training to other lab personnel as needed to ensure consistency of lab operations.
- Other related duties as required.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Must have a working knowledge of a wide variety of audiovisual and computer hardware and software. Must be able to use and demonstrate the safe use of laboratory equipment and supplies. Must maintain the sanitary condition of laboratory equipment and supplies. Must be able to lift and/or move assorted pieces of laboratory equipment, and audiovisual and computer hardware. Position's duties may require travel to one or more of the College's campuses and facilities.

#### **ENVIRONMENTAL CONDITIONS:**

Position is exposed to chemicals, materials and equipment which may be hazardous if mishandled.

**QUALIFICATIONS:**

- Bachelor's degree required in related field, or Associate's degree with six years of related experience.
- At least two years of experience using a variety of audiovisual and computer equipment required.
- Must understand the decontamination process for OSHA standards.

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.