

## **Colorado Mountain College**

### **Position Description**

Title: Lab Coordinator – Nursing Simulation, Part-time, Maximum 28 hours per week  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$33.89 per hour

#### Primary Responsibility

The Lab Coordinator - Nursing Simulation provides oversight and support to the nursing program in the maintaining the general operation and availability of equipment for the learning labs to ensure that course student learning outcomes will be met. The coordinator provides guidance to students regarding nursing skills and procedures supervises and supports student practice and simulated of nursing practice skills. This position is directly responsible for the incorporation of advanced technology and simulation experiences as well as the creation of simulation experiences that will assist students with critical thinking in the major nursing specialty areas. The position serves as an Associate Nursing Instructional Personnel (ANIP) under the guidance of nursing faculty who assist student in the lab and clinical settings to meet specific nursing goals and student learning outcomes.

Part-time positions have a maximum of 28 hours per week. CMC work week is Saturday through Friday.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples of qualifications include: a minimum of a Bachelor's degree with a major in Nursing from a regionally accredited institution, two years of related experience, or equivalent combination of formal education and experience in a field necessary to obtain the knowledge and abilities required to successfully perform the duties and responsibilities of the position, such as assessment, planning and/or evaluation.

Post-Secondary experience preferred.

Knowledge and expertise in the use of simulation experiences in a nursing lab environment, as well as the ability to create and evaluate simulation experiences for students preferred.

The incumbent must also be CO RN license to practice as a registered nurse in Colorado. Minimum of one year full-time, or equivalent, professional nursing clinical experience. Credentialed with a minimum of a Bachelor's degree with a major in nursing. Credentials and experience are commensurate with level of responsibility. Documented expertise in fundamental and medical surgical nursing skills. Current CPR Certification as a Health Care Provider. Current Immunizations. Ability to use medical and nursing equipment relevant to area(s) of nursing practice. Ability to work effectively with staff, faculty and students as a member of the team. Must be able to demonstrate a high level of problem-solving and decision-making abilities to respond to student, clinical instructor, and clinical faculty issues. Must possess excellent oral, written and interpersonal skills.

Special Skills or abilities related to position: Must have an unencumbered CO RN license to practice as a registered nurse in Colorado. Minimum of one year full-time, or equivalent, professional nursing clinical experience. Credentialed with a minimum of a Bachelor's degree with a major in nursing. Credentials and experience are commensurate with level of responsibility. Documented expertise in fundamental and medical surgical nursing skills.

Current CPR Certification as a Health Care Provider. Current Immunizations. Ability to use medical and nursing equipment relevant to area(s) of nursing practice. Ability to work effectively with staff, faculty and students as a member of the team. Must be able to demonstrate a high level of problem-solving and decision-making abilities to respond to student, clinical instructor, and clinical faculty issues. Must possess excellent oral, written and interpersonal skills.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

#### *GUIDANCE/FACILITATING LEARNING*

1. Creates an environment in the learning lab setting that supports student learning and the achievement of course objectives and program outcomes.
2. Utilizes evaluation feedback from students, faculty and Associate Dean of Nursing to make decisions and improve student learning outcomes.
3. Uses a variety of instructional techniques to promote student learning, participation, problem-solving and critical thinking skills.
4. Creates a positive learning environment by serving as a positive role model, demonstrating respect for students and enforcing policies effectively.
5. Stimulates student interest and encourages student involvement
6. Obtains and develops clinical based patient simulation scenarios using computerized patient simulators.
7. Provides individual oversight to students for remediation of technical skills when requested by faculty or student.

#### *LEARNING LAB COORDINATION*

1. Coordinates and manages the inventory, procurement, stocking and use of lab supplies and equipment at all sites.
2. Maintains an updated inventory of supplies and equipment and is able to produce reports as needed.
3. Participates in assessing future needs, prepares budget recommendations and manages related expenses.
4. Manages and communicates the lab schedule including facilitating open lab times for student review and practice.
5. Labs and demonstrations are set up prior to scheduled lab time and applicable items are cleaned and stored appropriately after each lab session.
6. Develops and implements secure system for checking equipment in and out of the lab and ensures that equipment is returned in good working order.
7. Develops procedures for student and faculty safety in the lab and monitors compliance.
8. Develops and implements a cleaning and maintenance plan for all lab equipment.
9. Compiles and maintains handbooks of all specialty labs as a guide to faculty including areas such as: objectives, list of needed equipment, evaluation instruments, faculty role etc.
10. Trains new faculty in using the lab including set-up, supplies, equipment, simulations and policies.

### *PROFESSIONAL DEVELOPMENT*

1. Networks with clinical skills/ simulation professionals to stay abreast of trends and share scenarios for patient simulation.
2. Maintains currency in his/her field as evidenced by appropriate in-services, workshops, seminars, courses, self-study, participation in professional organizations etc.
3. Pursues continuous quality improvement and advanced technology use in the learning lab setting 1. Facilitates a positive professional image and mutual respect by working cooperatively and collaborating with faculty in a professional manner.

### *ORGANIZATIONAL, FACULTY AND STUDENT RELATIONSHIPS*

1. Facilitates a positive professional image and mutual request by working cooperatively and collaborating with faculty in a professional manner.
2. Effectively uses communication skills both verbally and in writing to foster collegiality and build a climate that promotes openness, support, understanding and positive outcomes.
3. Seeks assistance or direction when uncertain or unfamiliar with operations or procedures, seeking input as needed.
4. Demonstrates organizational and time management skills in areas such as: submitting required reports, training handbooks, starting and ending lab on time etc.
5. Consistently establishes and maintains professional boundaries and therapeutic contact with students.
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6. Understands and respects all aspects of student confidentiality.
7. Demonstrates accountability by following through on commitments and taking full responsibility for his/her actions.
8. Demonstrates flexibility in willingness to try new ideas and implement changes. Views situations in new and creative ways, ex: finding creative ways to use available technology.
9. Promotes professional relationships and actively supports a cultural environment of civility and department cultural norms.

### Supervision Received

This position reports to the Program Director and Chief Nursing Officer – Nursing Programs.

### Supervisory Responsibility

This position may serve as lead or supervise other staff.

### Special Conditions of Employment

Successful completion of a background check including motor vehicles records check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Travel, evening, and weekend work will be required based on position responsibilities.

### Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	400120 (COL included)
Date of review:	2.18.2020; updated 12/7/22

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.