



**DATE ISSUED:** 09/05

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Competency Laboratory Coordinator

### **JOB SUMMARY**

Performs administrative work in the preparation and operation of an instructional and skills assessment laboratory. Work includes the physical preparation of the laboratory for instruction, coordinating the use of media resources, and assisting instructors. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

**Reports to:** Associate Dean, College of Nursing or School of Physical Therapy

**Supervises:** No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Prepares material, equipment, and work area for laboratories.

Coordinates the use of the lab media resources and facilities.

Assists faculty and graduate teaching assistants in the instruction of planned laboratories and in skills assessments.

Maintains the orderliness and cleanliness of the facility.

Keeps abreast of changes in equipment, procedures, and policies in the service area, and assists faculty in evaluating the changes impact on curriculum.

Identifies and investigates the feasibility of alternate sources of equipment and supplies, and facilitates contributions of same.

Orders or procures supplies, equipment, and resources needed for the laboratory. Maintains pertinent records.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in Nursing or Physical Therapy required. Master's preferred. Must be licensed as a registered nurse or Physical Therapist in the State of Texas.

### **EXPERIENCE**

Two years of nursing or physical therapy practice. Some administrative and intensive care experience helpful.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of fundamental business principles and practices.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

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**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office and/or laboratory setting. The noise level in the work environment is low to moderate. The employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***