



DATE ISSUED: 09/05

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Nursing Laboratory Administrator

JOB SUMMARY

Performs skilled administrative work in the preparation and operation of a computer laboratory and nursing skills laboratory. Work includes the planning for present and future needs of the laboratory, the physical preparation of the laboratory for instruction/simulation, coordinating the use of media resources, and assisting instructors. Work is performed under minimal 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

Supervises: May supervise Student Assistants

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

Prepares materials, equipment, and work area for laboratories.

Coordinates the use of the laboratory media resources and facilities.

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

Orients and assists students with computer simulations.

Assists students, faculty, and staff with computer needs.

Assists students in practicing skills and in utilizing appropriate media software.

Coordinates the preview and/or purchase of A/V materials and computer software.

Establishes and posts rules for the use of laboratories and equipment.

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.

*Nursing Laboratory
Administrator
Date Issued: 09/05
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Catalogs and maintains software, periodicals, and reference materials.
Orders or procures supplies, equipment, and resources needed for the laboratory.
Acts as a skills resource for students.
Maintains pertinent records.
Observes work and safety rules.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Nursing. MS in Nursing preferred. Must be licensed as a registered nurse in the State of Texas.

EXPERIENCE

Two years of recent nursing practice. Experience in administering and working with mainframe and personal computers. Some administrative and intensive care experience helpful.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

Knowledge of fundamental business principles and practices.
Ability to effectively communicate both orally and in writing.
Knowledge of and ability to operate equipment traditionally found in a medical setting.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
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.

*Nursing Laboratory
Administrator
Date Issued: 09/05
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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.

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 setting. The noise level in the work environment is low to moderate. While performing the duties of this position, 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.

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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.