Assistant, Clinical Lab - Nursing

FLSA Status: Exempt
Pay Grade: 14
Job Title ID: 20207
Job Series/Job Family: Workforce Education & Business Development Series / Exec Dean Health Sciences Family

Reports To

Department Chair, Vocational Nursing

Job Purpose

Assists with clinical nursing learning lab facilities and services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Assists with day to day activities and services of the nursing lab area including scheduling, lab set up, management of lab equipment and supplies; including the Associate Degree Vocational Nursing Program, and other health science departments.
2. Assists with management of lab equipment and supplies to nursing labs at other ACC locations.
3. May provide assistance to instuctors and/or students in a clinical lab setting.
4. Makes simple repairs and performs minor maintenance to lab equipment.
5. Conducts inventories of consumable lab equipment and supplies as needed.
6. May prepare and assist in maintenance in a variety of records and reports.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Medical skills, equipment, and technology used in the nursing area.
- Lab facilities and services
- Lab equipment and supplies.
- Safety standards and practices used in clinical lab settings.
- Processes for maintaining and/or repairing equipment.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including occasional evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy as well as working with diverse student and faculty populations.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Remaining calm and logical, and following established procedures in emergency situations.
- Assisting with lab activities and services.
- Providing assistance to students and instructors in a clinical/lab environment.
- Promoting and ensuring safe lab practices.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills
Required
- Demonstrated proficiency using standard office software applications.

Physical Requirements
Required
- Exposure to hazards related to working in medical waste/sharps environment.
- Frequent lifting of objects up to 30 pounds.
- Potential for exposure to contaminated blood and/or body fluids.
- Subject to walking, sitting, standing, bending, reaching, kneeling, and stooping.
- Work is performed in a standard office and clinical lab environment.

Work Experience
Required
- One year related work experience in nursing.

Education
Required
- Associates degree, or educational equivalent, in nursing, or graduation from an accredited or State Nursing Board approved vocational or practical nursing program.

Licenses/Certifications
Required
- Valid State of Texas Registered Nurse license or Vocational Nursing license (or eligibility for licensure) with no current disciplinary action. Valid Texas Drivers License.

Other
Required
- Reliable transportation for travel in the ACC service district.

Safety
Required
- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.