CLASS SPECIFICATION
Nursing and Allied Health Laboratory Supply Technician

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, organizes, prepares, sets-up and breaks down multiple RN, VN and Allied Health skills labs for the Nursing and Allied Health Program; orders, organizes and maintains inventory of equipment, supplies and materials; maintains a clean, safe and orderly learning environment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Nursing and Allied Health Laboratory Supply Technician is responsible for the set-up and break-down of multiple RN, VN and Allied Health skills labs. To carry out required duties, an incumbent must be able to: accurately recognize and identify a large number of hospital supplies, materials and equipment used by RNs and/or VNs; efficiently and correctly set-up, organize and break-down numerous RN, VN and Allied Health skills labs under several Instructors’ direction; and properly and precisely re-pack and re-fill many items for lab re-use.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Locates, identifies, counts, prepares, organizes and sets-up equipment, supplies and materials for RN, VN and Allied Health skills laboratory sessions; breaks-down labs and stores equipment; maintains supplies and materials for student re-use in future labs; including the following representative examples: re-packs multiple-piece foley catheterization, suction, tracheotomy and numerous other kits, re-packages and re-boxes a wide variety of dressing supplies, drains several different types of IV lines and re-fills many vials via syringe.

2. Performs routine assembly, maintenance, troubleshooting and cleaning of equipment, materials and supplies used in a nursing skills laboratory; checks and charges equipment, including IV pumps, IVAC thermometers, dopplers and feeding pumps, to verify sound operating condition prior to laboratory use; assembles blood pressure cuffs and stethoscopes; places fresh batteries in glucometers and other equipment.

3. Oversees, organizes and maintains appropriate equipment, supplies and materials inventory levels for nursing skills laboratory stockroom; inventories laboratory stockroom on a semi-annual basis; properly marks/labels new equipment and supplies; determines types and amounts of equipment, materials and supplies needed and submits orders for approval; places, receives, checks and stores orders.
4. Ensures proper maintenance and cleanliness of simulated hospital rooms (classrooms) to ensure compliance with hospital, nursing, District and regulatory standards; collects soiled linens and calls for pick-up; folds and shelves clean linens; makes hospital beds, as required.

5. Compiles information for and prepares and/or generates complete, accurate and concise routine reports, schedules and correspondence.

6. Provides clerical, administrative and technical assistance, information and support to instructors, as requested.

OTHER DUTIES

1. Assist with Simulation Hospital Lab room as required.

QUALIFICATIONS

Knowledge of:

1. Basic terminology and processes used in hospital nursing.

2. Uses and operations of a wide range of hospital equipment, materials and supplies.

3. Administrative practices and procedures, including inventory maintenance, purchasing and record keeping.

Ability to:

1. Identify and/or operate a wide variety of hospital equipment used by RN, VN and Allied Health.

2. Answer student questions and walk students through uses and operations of equipment and materials.

3. Read and interpret manuals and other technical materials applicable to the work.

4. Organize, set priorities and exercise sound judgment within established policies, procedures and guidelines.

5. Organize and maintain records and files.

6. Communicate clearly and effectively, both orally and in writing.

7. Understand and follow written and oral instructions.

8. Establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and at least one year of experience stocking or issuing a wide variety of hospital supplies, equipment and materials; or an equivalent combination of training and experience.
Licenses; Certificates; Special Requirements:
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

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

Physical Demands
While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear and to walk; sit, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District instructors, faculty, staff, students, the public and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a nursing skills learning laboratory environment. The noise level may be moderately loud.

Revised: August 25, 2011