State College of Florida, Manatee-Sarasota
Job Description

Job Title: Laboratory Manager, Nursing
Reports to: Department Chair
FLSA Status: Salaried Exempt
Level: E18
Position Class:

Job Summary:
Oversees the management of the nursing skills lab on a college campus. Organizes and maintains equipment and materials, may tutor students, consults with faculty and assists department chair in the general oversight of the instructional laboratory. Provides supervision to instructional and lab assistants and student assistants. The Manager will be responsible for collaborating with all campuses to ensure appropriate lab utilization across disciplines and to develop innovative educational courses using human patient simulators and audiovisual equipment. Assists in ensuring student files are complete before clinical assignments begin.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Collaborates with semester coordinators on activities to promote student learning activities throughout the curriculum.

2. Coordinates schedule of activities among programs that share space in the Nursing Skills Laboratory.

3. Recommends to Dean, faculty members, and/or Department Chair operational changes to enhance the effectiveness of the Nursing Skills Lab in serving students and faculty members.

4. Maintains and collects student documentation for clinical sites.

5. Develops relationship as liaison with clinical site education departments.

6. Participates with faculty to ensure that the use of the laboratory is supervised.
7. Assures routine cleaning of physical space and equipment.

8. Ability to work a flexible schedule that may include evening and weekend assignments.

9. Interfaces with sales representatives, suppliers of equipment and supplies, and biomedical technicians.

10. Maintains budget for supplies, orders and maintains supplies, and assures receipt of ordered supplies and equipment.

11. Schedules tours of laboratory upon request.

12. Supervises student assistants, tutors, instructional and lab assistants, and others assigned to assist in the laboratory.

13. Provides appropriate OSHA postings, brochures, and equipment and supplies.

14. Assures disposal of industrial waste according to College and OSHA standards.

15. Facilitates student-learning opportunities through flexible scheduling of laboratory hours.

16. Assists faculty during regularly scheduled lab sessions/skills check-offs and practice. Assists students with additional skills development as requested by faculty.

17. Surveys faculty annually to determine needs for new equipment and to evaluate operations of the skills laboratories.

18. Assists in ensuring student files are complete before clinical assignments begin IE. Reviews Certified Background Web site for Student compliance at Clinical Facilities.

19. Initiates development of policies and procedures for utilization of lab.

20. Assumes responsibilities for completion of annual inventory of supplies and equipment and submits budget request for the coming academic year.

21. Performs other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelors’ Degree from four-year college or university and five years of discipline related experience, or equivalent combination of education and experience. Previous experience tutoring and/or teaching college students may be required for certain disciplines.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.
• **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional/scientific journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

• **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

• **Computer Skills:**
  Intermediate knowledge of word processing, spreadsheets, databases, internet and e-mail. Additional knowledge of discipline specific software. Must be proficient in current College e-mail, data base and other College required software. Must remain current with technology changes.

• **Certificates and Licenses:**
  Valid Florida Registered Nurse License
  Current CPR for health care providers

**Responsibility for People and Property:**
Oversees inventory, maintenance and repair of equipment. Maintains budget for supplies. Provides supervision to instructional, lab and student assistants as required.

**Responsibility for Communication:**

• **Internal Contacts:**
  Frequent contact with students, faculty and administrative SCF staff; and support departments.

• **External Contacts:**
  Routine contact with Clinical site education staff, vendors and equipment suppliers.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
May occasionally be exposed to chemicals and/or toxic waste or fumes.

**Physical Demands:**
While performing the duties of this Job, the employee is regularly required to use manual
dexterity and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

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

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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